**OVERVIEW: A College Exploration Program is an undeclared option designed to allow students to complete undergraduate courses while actively pursuing career exploration. This option offers students the flexibility and time to explore a variety of majors within the University without delaying their graduation.**

***DIRECTIONS: To create a new College Exploration Program, please provide the following information:***

*(check the applicable box as you complete each item)*

|  |  |
| --- | --- |
|  | **Anticipated Start Term for New College Exploration Program** (i.e. when new students will begin program) : Click or tap here to enter text. |
|  | **Name of New College Exploration Program:**  Click or tap here to enter text. |
|  | **Description of New College Exploration Program:**  Click or tap here to enter text. |
|  | **Rationale for New College Exploration Program:**  Click or tap here to enter text. |
|  | **Attach** [**Table 1**](https://www.rit.edu/academicaffairs/academicprogrammgmnt/sites/rit.edu.academicaffairs.academicprogrammgmnt/files/docs/PROGRAM%20COURSES%20AND%20SCHEDULE%20TABLE%201A.docx) **for New College Exploration Program** |

***REQUIRED CONSULTATIONS AND SIGN-OFFS:***

|  |  |
| --- | --- |
|  | **Department - Approval Date:**  Click or tap here to enter text. |
|  | **College Curriculum Committee - Approval Date:** Click or tap here to enter text. |
|  | **Enrollment Management – Approved By/Date:** Click or tap here to enter text. |
|  | **Submit this Completed Form and Related Materials to the** [**Office of the Vice Provost**](mailto:kdsdfp@rit.edu;bvtdfp@rit.edu?subject=College%20Exploration%20Program%20Proposal%20Form)**.**  **After review and approval, the Office of the Vice Provost will complete the following steps:**   * Forward proposal to the Provost for review and approval * Submit program information to:   + Registrar’s Office to set up Program Code   + Applicable RIT contacts for inclusion on the [**RIT Programs of Study website**](https://www.rit.edu/study) and in the [**Undergraduate Bulletin**](https://www.rit.edu/marketing/sites/rit.edu.marketing/files/docs/pdfs/Undergrad_Bulletin.pdf) |

** ***Note: A NYSED application is not required because College Exploration Programs are not degree programs.***

**Questions: Please contact the** [**Office of the Vice Provost**](https://www.rit.edu/academicaffairs/academicprogrammgmnt/contact-us)**:**Dr. Anne G. Wahl, Assistant Provost, (585) 475-7688, [agwvpa@rit.edu](file:///\\main.ad.rit.edu\Shares\ACAD\ACAD_ViceProvost\Website\2018-2020%20Website%20Updates\New%20Program%20Proposals%20Checklist\agwvpa@rit.edu)  
Karel Shapiro, Administrative Assistant, (585) 475-2527, [kdsdfp@rit.edu](file:///\\main.ad.rit.edu\Shares\ACAD\ACAD_ViceProvost\Website\2018-2020%20Website%20Updates\New%20Program%20Proposals%20Checklist\kdsdfp@rit.edu)  
Brenda Thornton, Senior Staff Specialist, (585) 475-4988, [bvtdfp@rit.edu](file:///\\main.ad.rit.edu\Shares\ACAD\ACAD_ViceProvost\Website\2018-2020%20Website%20Updates\New%20Program%20Proposals%20Checklist\bvtdfp@rit.edu)