

## Curricular Action Approval Process for Creating New Programs or Changing Existing Programs

### Table of Contents - Quick Links to Curricular Actions

*(click section title below to jump to applicable page)*

#### **Create a New Program**

[New Degree or Certificate Program](#)

New Degree Program based on an Existing Registered Program or Programs

[New B.A. Program from an Existing, Registered B.S. Program](#) (General Academic Programs Only)

[New Degree Program from an Option/Concentration or Track in an Existing Registered Program](#)

[New Dual Degree Program](#)

[New 4+1 Degree Program](#)

#### **Change an Existing Registered Program**

[Change Courses](#)

[Changes to a Certificate or Advanced Certificate Program](#)

[Change ONLY the Title of a Currently Registered Degree Program](#)

[Change the Program Award \(Degree\)](#)

[Change the Mode of Delivery – Add Distance Education](#)

[Substantive Changes](#) (one third or more of the minimum total credits required for the award)

Change any of the Following:

[Focus or Design](#)

[Add or Eliminate an Option or Concentration](#)

[Eliminate a Requirement for Completion](#) – Internship, Clinical, Co-Op or Other Work-Based Experience

[Alter the Liberal Arts and Science Content in a way that Changes the Degree Classification](#)

[Format Change that Alters the Programs Financial Aid Eligibility](#) (e.g. from full-time to part-time, or to an abbreviated or accelerated term)

[Discontinue a Program](#)

#### **Other**

[Change a Non-licensure-qualifying Program to one that is Licensure-qualifying](#)

Action	Approval required? Yes (Y) or No (N)						Notes
	Department Curriculum Committee	College Curriculum Committee	ICC or GC*	Faculty Senate	Provost	NYSED	
<p><b>1. Create a New Degree or Certificate Program</b>            (Note: New Degree Program proposals must first be approved through RIT's <a href="#">New Degree Program Intent Process</a>; Certificates and Advanced Certificates do NOT go through the Intent Process)</p> <p><a href="#">New General Academic undergraduate or graduate degree program</a></p> <p><a href="#">New undergraduate or graduate degree program to prepare candidates for a Licensed Profession</a></p> <p><a href="#">New Certificate or Advanced Certificate program (or Certificate or Advanced Certificate in a professional program)</a></p> <p><a href="#">NYSED Guidelines for Doctoral Proposals</a></p> <p>Note: If the new degree/certificate is being offered in Distance Education format, include <a href="#">Distance Education application</a></p>	Y	Y Dean sends Proposal to ICC/GC*	Y	Y	Y	Y	<p>Prior to NYSED submission, <a href="#">CIP code</a> is assigned by the Office of Academic Program and Curriculum Management in consultation with the AVP of Institutional Research, Registrar, and academic program faculty</p>
<p><b>2. Create a New Degree Program Based on an Existing Registered Program or Programs</b></p>							
<p><b>a. Create a new B.A. program from an existing, registered B.S. program (General Academic programs only)</b></p> <p>New B.A. programs are eligible for a modified <a href="#">New Degree Program Intent Process</a>. Contact <a href="mailto:ProgramMgmt@rit.edu">ProgramMgmt@rit.edu</a> for details.</p> <p><a href="#">NYSED Form: Request to Change or Adapt a Registered Program</a> (select "Creating a new program from a concentration/track in an existing program" option on page 3 of the NYSED application)</p>	Y	Y	Y	Y	Y	Y	<p>Informational notification to BOT is required (approval is not necessary)</p>

\* Undergraduate programs must be reviewed by ICC (Inter-College Curriculum Committee); Graduate programs must be reviewed by GC (Graduate Council)

Action	Approval required? Yes (Y) or No (N)						Notes
	Department Curriculum Committee	College Curriculum Committee	ICC or GC*	Faculty Senate	Provost	NYSED	
<p><b>b. Create a new program from an option/concentration or track in an existing registered program</b></p> <p>(new degree program proposals must first be approved through RIT's <a href="#">New Degree Program Intent Process</a>)</p> <p><a href="#">General Academic program</a></p> <p><a href="#">Program to prepare candidates for a Licensed Profession</a></p> <p><a href="#">See examples of applicable programs</a></p>	Y	Y Dean sends Proposal to ICC/GC*	Y	Y	Y	Y	Dean sends paperwork to <a href="mailto:ProgramMgmt@rit.edu">ProgramMgmt@rit.edu</a>
<p><b>c. Creating a dual-degree program from existing registered programs</b></p> <p><a href="#">Dual Degree Guidance</a></p>	Y	Y	N (FYI only)	N	Y	Varies	Dean sends paperwork to <a href="mailto:ProgramMgmt@rit.edu">ProgramMgmt@rit.edu</a> who sends FYI to ICC/Grad Council
<p><b>d. Create a 4+1 program from existing registered programs</b></p> <p><a href="#">NYSED and RIT guidance</a> (see 4+1 section of web page)</p>	Y	N	N (FYI only)	N	N	N	Dean sends paperwork to <a href="mailto:ProgramMgmt@rit.edu">ProgramMgmt@rit.edu</a> who sends FYI to ICC/Grad Council
<p><b>3. Change Courses within a Currently Registered Degree Program</b></p> <p>Addition or deletion of courses, change to course titles and course credit hours after program approval by NYSED. This action typically occurs during the annual RIT bulletin process or in tandem with other program changes.</p>							
<p><b>a. General Academic degree program</b></p> <p>NYSED approval is not required for course additions/deletions that involve fewer than one-third or more of the minimum credits for the award in a General Academic program.</p>	Y	Y	N	N	N	N	Department must submit revised Table 1 during annual bulletin process or with other program changes.

Action	Approval required? Yes (Y) or No (N)						Notes
	Department Curriculum Committee	College Curriculum Committee	ICC or GC*	Faculty Senate	Provost	NYSED	
<b>b. Professional Education degree program</b> NYSED approval is required for ALL changes to professional education program degree requirements, except retitling of courses.  <a href="#">NYSED Form: Application to Change or Adapt a Registered Professional Education Program</a>	Y	Y	N	N	Y	Y	Dean sends paperwork to <a href="mailto:ProgramMgmt@rit.edu">ProgramMgmt@rit.edu</a>
<b>4. Changes to Certificates or Advanced Certificates</b>							
<b>a. General Academic program</b> The ONLY Certificate or Advanced Certificate changes requiring NYSED approval are: 1. Title Change, 2. Change in Total Number of Credits, 3. Discontinuance, or 4. Addition of Distance Ed format  <a href="#">NYSED Form: Request to Change or Adapt a Registered Program</a>	Y	Y	N (FYI only)	N	Y	Y	Dean sends paperwork to <a href="mailto:ProgramMgmt@rit.edu">ProgramMgmt@rit.edu</a> who sends FYI to ICC/Grad Council*
<b>b. Professional Education program</b> NYSED approval is required for all changes to Certificate or Advanced Certificate requirements, except retitling of courses.  <a href="#">NYSED Form: Request to Change or Adapt a Registered Program</a>	Y	Y	N (FYI only)	N	Y	Y	Dean sends paperwork to <a href="mailto:ProgramMgmt@rit.edu">ProgramMgmt@rit.edu</a> who sends FYI to ICC/Grad Council*
<b>5. Change ONLY the Title of a Currently Registered Program</b> <a href="#">NYSED Form: Title Change Request for Registered Programs</a>  <i>Required for all program title changes:</i> Letter from Sr. VP of Enrollment Management describing impact of title change on enrollment projections	Y	Y	N (FYI only)	N	Y	Y	Dean sends paperwork to <a href="mailto:ProgramMgmt@rit.edu">ProgramMgmt@rit.edu</a> who sends FYI to ICC/Grad Council*

Action	Approval required? Yes (Y) or No (N)						Notes
	Department Curriculum Committee	College Curriculum Committee	ICC or GC*	Faculty Senate	Provost	NYSED	
<b>6. Change to the Program Award (Degree)</b> <a href="#">NYSED Form: Request to Change or Adapt a Registered Program</a> <a href="#">NYSED Form: Application to Change or Adapt a Registered Professional Education Program</a>	Y	Y Dean sends Proposal to ICC/GC*	Y	Y	Y	Y	Dean sends paperwork to <a href="mailto:ProgramMgmt@rit.edu">ProgramMgmt@rit.edu</a>
<b>7. Change the Mode of Delivery – Add Distance Ed</b> <a href="#">NYSED Application to Add the Distance Education Format To a New or Registered Program</a> <a href="#">NYSED Application to Add the Distance Education Format to a Registered Teacher or Educational Leader Preparation Program</a>	Y	Y	N	N	Y	Y	Dean sends paperwork to <a href="mailto:ProgramMgmt@rit.edu">ProgramMgmt@rit.edu</a>
<b>8. Substantive Changes to a Currently Registered Program</b> <p>Cumulative change since NYSED approval and registration of program of one-third or more (33 ⅓ %) of the minimum total credits required for the award (e.g. 20 credits if a 60 credit Associate Degree program, etc.)</p> <a href="#">NYSED Form: Request to Change or Adapt a Registered Program</a> <p>NYSED approval is required for ALL changes to professional education program degree requirements, except retitling of courses.</p> <a href="#">NYSED Form: Application to Change or Adapt a Registered Professional Education Program</a> <p>A <a href="#">Program Level Outcomes Assessment Plan (PLOAP)</a> must be completed when a program undergoes substantive changes.</p>	Y	Y Dean sends Proposal to ICC/GC*	Y	Y	Y	Y	Dean sends paperwork to <a href="mailto:ProgramMgmt@rit.edu">ProgramMgmt@rit.edu</a>

\* Undergraduate programs must be reviewed by ICC (Inter-College Curriculum Committee); Graduate programs must be reviewed by GC (Graduate Council)

Action	Approval required? Yes (Y) or No (N)						Notes
	Department Curriculum Committee	College Curriculum Committee	ICC or GC*	Faculty Senate	Provost	NYSED	
<p><b>9. Any of the Following Changes to a Currently Registered Degree Program:</b></p> <p>a. Changes to the program’s focus or design (including a change in the program’s major disciplinary area, e.g. eliminating management courses in a business administration program)</p> <p>b. Add or eliminate an option or concentration</p> <p>c. Eliminate a requirement for completion, including an internship, clinical, cooperative education or other work-based experience</p> <p><a href="#">NYSED Form: Request to Change or Adapt a Registered Program</a></p> <p>NYSED approval is required for ALL changes to professional education program degree requirements, except retitling of courses.</p> <p><a href="#">NYSED Form: Application to Change or Adapt a Registered Professional Education Program</a></p>	Y	Y	N (FYI only)	N	Y	Y	Dean sends paperwork to <a href="mailto:ProgramMgmt@rit.edu">ProgramMgmt@rit.edu</a> who sends FYI to ICC/Grad Council*
<p><b>10. Alter the Liberal Arts and Science Content in a way that Changes the Degree Classification, as defined in Section 3.47(c)(1-4) of <a href="#">Regents Rules</a> (e.g. moving from BS to BFA)</b></p> <p><a href="#">NYSED Form: Request to Change or Adapt a Registered Program</a></p> <p><a href="#">NYSED Form: Application to Change or Adapt a Registered Professional Education Program</a></p>	Y	Y Dean sends Proposal to ICC*	Y	Y	Y	Y	Dean sends paperwork to <a href="mailto:ProgramMgmt@rit.edu">ProgramMgmt@rit.edu</a>
<p><b>11. A Format Change that Alters the Program's Financial Aid Eligibility (e.g. from full-time to part-time, or to an abbreviated or accelerated semester)</b></p> <p><a href="#">NYSED Form: Request to Change or Adapt a Registered Program</a></p> <p><a href="#">NYSED Form: Application to Change or Adapt a Registered Professional Education Program</a></p>	Y	Y	N	N	Y	Y	Dean sends paperwork to <a href="mailto:ProgramMgmt@rit.edu">ProgramMgmt@rit.edu</a>

\* Undergraduate programs must be reviewed by ICC (Inter-College Curriculum Committee); Graduate programs must be reviewed by GC (Graduate Council)

Action	Approval required? Yes (Y) or No (N)						Notes
	Department Curriculum Committee	College Curriculum Committee	ICC or GC*	Faculty Senate	Provost	NYSED	
<b>12. Discontinue a Program</b> <a href="#">NYSED Form: Request to Change or Adapt a Registered Program</a> <a href="#">NYSED Form: Application to Change or Adapt a Registered Professional Education Program</a>	Y	Y	N (FYI only)	N	Y	Y	Dean sends paperwork to <a href="mailto:ProgramMgmt@rit.edu">ProgramMgmt@rit.edu</a> who sends FYI to ICC/Grad Council*
<b>13. Other</b> A proposal to change a non-licensure-qualifying program to one that is licensure-qualifying, contact <a href="mailto:ProgramMgmt@rit.edu">ProgramMgmt@rit.edu</a>	Y	Y	N (FYI only)	N	Y	Y	Dean sends paperwork to <a href="mailto:ProgramMgmt@rit.edu">ProgramMgmt@rit.edu</a> who sends FYI to ICC/Grad Council*