

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

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Action	Approval required? Yes (Y) or No (N)						Notes
	Department Curriculum Committee	College Curriculum Committee	ICC or GC*	Faculty Senate	Provost	NYSED	
<b>1. Create a New Degree or Certificate Program</b> (New Degree Program proposals must first be approved through RIT's <a href="#">New Degree Program Intent Process</a> which begins with a market analysis and recommendation from Enrollment Management; Certificates and Advanced Certificates do NOT go through the Intent Process)  <a href="#">NYSED Form: New General Academic undergraduate or graduate degree program</a>  <a href="#">NYSED Form: New undergraduate or graduate degree program to prepare candidates for a Licensed Profession</a>  <a href="#">NYSED Form: New Certificate or Advanced Certificate program (or Certificate or Advanced Certificate in a professional program)</a>  <a href="#">NYSED Guidelines for Doctoral Proposals</a>  If the new program is being offered in Distance Education format, include a <a href="#">NYSED Form: Distance Education application</a>	Y	Y Dean sends Proposal to ICC/GC*	Y	Y	Y	Y	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
<b>2. Create a New Degree Program Based on an Existing Registered Program or Programs</b>							
<b>a. Create a new B.A. program from an existing, registered B.S. program (General Academic programs only)</b>  New B.A. programs are eligible for a modified <a href="#">New Degree Program Intent Process</a> , which begins with a market analysis and recommendation from Enrollment Management. Contact <a href="mailto:ProgramMgmt@rit.edu">ProgramMgmt@rit.edu</a> for details.  <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)	Y	Y	Y	Y	Y	Y	Informational notification to BOT is required (approval is not necessary)

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<b>b. Create a new program from an option/concentration or track in an existing registered program</b> New degree program proposals must first be approved through RIT's <a href="#">New Degree Program Intent Process</a> which begins with a market analysis and recommendation from Enrollment Management.  <a href="#">NYSED Form: New General Academic program</a>  <a href="#">NYSED Form: New Program to prepares candidates for a Licensed Profession</a>  <a href="#">See a listing of programs that require licensure or certification in New York State</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>c. Creating a dual degree program from existing registered programs</b> A market analysis is required as the first step when proposing a new dual degree program. See this guidance document for more information: <a href="#">Dual Degree Guidance</a>	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
<b>d. Create a 4+1 program from existing registered programs</b> <a href="#">NYSED and RIT guidance</a> (see 4+1 section of web page)	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
<b>3. Change Courses within a Currently Registered Degree Program</b> Addition or deletion of courses, change to course titles and course credit hours after program approval by NYSED (if applicable). This action typically occurs during the annual RIT bulletin process or in tandem with other program changes.							
<b>a. General Academic degree program</b> NYSED approval is not required for course additions/deletions that involve fewer than one-third of the minimum credits for the award in a General Academic program.	Y	Y	N	N	N	N	Department must submit revised Table 1 during annual bulletin process or with other program changes.

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<b>b. Professional Education degree program</b> ALL changes to professional education program degree requirements, except retitling of courses, must be reviewed with <a href="#">Academic Program and Curriculum Management</a> , to determine if NYSED approval will be required.  <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> ALL changes to professional education program degree requirements, except retitling of courses, must be reviewed with <a href="#">Academic Program and Curriculum Management</a> , to determine if NYSED approval will be required.  <a href="#">NYSED Form: Request 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>5. Change ONLY the Title of a Currently Registered Program</b> A market analysis is required as the first step when proposing a title change. <a href="#">Request a market analysis</a> .  <a href="#">NYSED Form: Title Change Request for Registered Programs</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*

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 Form: Application to Add the Distance Education Format to a New or Registered Program</a> <a href="#">NYSED Form: 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> 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.) If a title change is requested along with the substantive changes, a market analysis will be required as the first step. <a href="#">Request a market analysis.</a> <a href="#">NYSED Form: Request to Change or Adapt a Registered Program</a> ALL changes to professional education program degree requirements, except retitling of courses, must be reviewed with <a href="#">Academic Program and Curriculum Management</a> , to determine if NYSED approval will be required. <a href="#">NYSED Form: Application to Change or Adapt a Registered Professional Education Program</a> A <a href="#">Program Level Outcomes Assessment Plan (PLOAP)</a> must be completed when a program undergoes substantive changes.	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>

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<p><b>9. Any of the Following Changes to a Currently Registered Degree Program (if not accompanied by a substantive change):</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). If a title change is requested along with the focus or design change, a market analysis will be required as the first step. <a href="#">Request a market analysis.</a></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>ALL changes to professional education program degree requirements, except retitling of courses, must be reviewed with <a href="#">Academic Program and Curriculum Management</a>, to determine if NYSED approval will be required.</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>

Action	Approval required? Yes (Y) or No (N)						Notes
	Department Curriculum Committee	College Curriculum Committee	ICC or GC*	Faculty Senate	Provost	NYSED	
<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> <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	N	Y	Y	Dean sends paperwork to <a href="mailto:ProgramMgmt@rit.edu">ProgramMgmt@rit.edu</a>
<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*