

Curricular Action Approval Process

New Programs • New Courses • Changes to Currently Registered Programs

Action	Approval required? (Y or N)						Notes
	Department Curriculum Committee	College Curriculum Committee	Inter-College Curriculum Committee or Graduate Council*	Academic Senate	Provost	NYSED	
<p>1. New Program (note: new degree program proposals must first be approved through RIT's New Degree Program Intent Process)</p> <p>New General academic undergraduate or graduate degree program</p> <p>New undergraduate or graduate degree program to prepare candidates for a Licensed Profession (programs that require licensure)</p> <p>New Certificate or Advanced Certificate program</p> <p>NYSED Guidelines for Doctoral Proposals</p>	Y	Y Dean or Designee Sends Proposal to ICC/GC*	Y	Y	Y	Y	CIP code assigned by Office of Institutional Research after NYSED approval
<p>2. Courses within an Approved Program Addition or deletion of courses, change to course titles and course credit hours after Program Approval by NYSED</p>	Y	Y	N	N	N	N	Department must: 1. Modify table I from NYSED program registration materials to reflect course addition(s) or deletion(s). 2. Send revised table 1 to Office of Vice Provost
<p>3. Substantive Changes to a Currently Registered Program</p> <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> <p>NYSED Form: Request to Change or Adapt a Registered Program</p> <p>NYSED Form: Application to Change or Adapt a Registered Professional Education Program</p> <p>A Program Level Outcomes Assessment Plan (PLOAP) must be completed when a program undergoes substantive changes.</p>	Y	Y Dean or Designee sends Proposal to ICC/GC*	Y	Y	Y	Y	

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

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4. Change to the Title ONLY of a Currently Registered Program NYSED Form: Title Change Request for Registered Programs	Y	Y	N (FYI only)	N	Y	Y	Dean sends paperwork to Office of Vice Provost who sends FYI to ICC/Grad Council*
5. Any of the Following Changes to a Currently Registered Program <ol style="list-style-type: none"> 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) b. Adding or eliminating an option or concentration c. Eliminating a requirement for completion, including an internship, clinical, cooperative education or other work-based experience NYSED Form: Request to Change or Adapt a Registered Program NYSED Form: Application to Change or Adapt a Registered Professional Education Program	Y	Y	N (FYI only)	N	Y	Y	Dean sends paperwork to Office of Vice Provost who sends FYI to ICC/Grad Council*
6. Altering the Liberal Arts and Science Content in a way that Changes the Degree Classification, as defined in Section 3.47(c)(1-4) of Regents Rules (e.g. moving from BS to BFA) NYSED Form: Request to Change or Adapt a Registered Program NYSED Form: Application to Change or Adapt a Registered Professional Education Program	Y	Y Dean or Designee Sends Proposal to ICC*	Y	Y	Y	Y	
7. A Program Award Change in Degree NYSED Form: Request to Change or Adapt a Registered Program NYSED Form: Application to Change or Adapt a Registered Professional Education Program	Y	Y Dean or Designee Sends Proposal to ICC/GC*	Y	Y	Y	Y	Dean sends paperwork to Office of Vice Provost who sends FYI to ICC/Grad Council*

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8. Mode of Delivery – Adding Distance Ed NYSED Application to Add the Distance Education Format To a New or Registered Program	Y	Y	N	N	Y	Y	Dean sends paperwork to Office of Vice Provost
9. Discontinuing a Program NYSED Form: Request to Change or Adapt a Registered Program NYSED Form: Application to Change or Adapt a Registered Professional Education Program	Y	Y	N (FYI only)	N	Y	Y	Dean sends paperwork to Office of Vice Provost who sends FYI to ICC/Grad Council*
10.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) NYSED Form: Request to Change or Adapt a Registered Program NYSED Form: Application to Change or Adapt a Registered Professional Education Program	Y	Y	N	N	Y	Y	Dean sends paperwork to Office of Vice Provost
11. A Change in the Total Number of Credits of any Certificate or Advanced Certificate Program (Note: 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) NYSED Form: Request to Change or Adapt a Registered Program NYSED Form: Application to Change or Adapt a Registered Professional Education Program	Y	Y	N (FYI only)	N	Y	Y	Dean sends paperwork to Office of Vice Provost who sends FYI to ICC/Grad Council*

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12. Establishing New Programs Based on Existing Registered Program(s) a. Creating a dual-degree program from existing registered programs Dual Degree Guidance from RIT Vice Provost	Y	Y	N (FYI only)	N	Y	N	Dean sends paperwork to Office of Vice Provost who sends FYI to ICC/Grad Council
b. Creating a new program from a concentration/track in an existing registered program (note: new degree program proposals must first be approved through RIT's New Degree Program Intent Process) General academic program Program to prepare candidates for a Licensed Profession See examples of applicable programs	Y	Y Dean or Designee sends Proposal to ICC/GC	Y	Y	Y	Y	
c. Creating a new B.A. program from an existing, registered B.S. program (General Academic programs only) (note: these new B.A. programs are eligible for a modified New Degree Program Intent Process. Contact the Office of the Vice Provost for details.) NYSED Form: Request to Change or Adapt a Registered Program (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)
13. Other A proposal to change a non-licensure-qualifying program to one that is licensure qualifying, contact Office of Vice Provost	Y	Y	N (FYI only)	N	Y	Y	

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