
Directions: Follow the steps outlined below and contact the Office of the Vice Provost with any questions.

☐ Anticipated start term for new program (i.e. when new students will begin program): ________________

☐ Prepare new program proposal (See overview of steps)

☐ Seek guidance on the process from your College’s Associate Dean

☐ Discuss any questions with the Office of the Vice Provost

☐ Complete the NYSED Application form for Registration of a New Certificate or Advanced Certificate Program
  • NYSED regulations specify that each course offered for credit by an institution shall be part of a registered curriculum offered by that institution. Be sure to complete Section 3 and provide the following information for the registered RIT degree program(s) to which the credits will apply: title, award, and five-digit program code.

☐ If a major portion (i.e. 50% or more) of the program requirements can be completed through study delivered by distance education (i.e. online), complete the NYSED Application form to Add the Distance Education Format to a New or Registered Program

CONSULTATION AND SIGN-OFF REQUIRED BEFORE ICC/GC REVIEW:

☐ Enrollment Management

MOVE PROGRAM THROUGH CURRICULUM REVIEW AND APPROVAL STAGES:

☐ Review Curricular Action Approval Process Chart to determine what approvals are needed

☐ Department

Approval Date: ______________________

☐ College

Approval Date: ______________________

☐ Undergraduate Programs: Inter-College Curriculum Committee (ICC) or Graduate Programs: Graduate Council (GC)

Approval Date: ______________________

☐ Academic Senate

Approval Date: ______________________

☐ Send NYSED Registration Materials to the Office of the Vice Provost

(Office of the Vice Provost will secure Provost approval and submit application to NYSED)

Questions? Please contact the Office of the Vice Provost:
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