

# New Certificate/Advanced Certificate Proposal Checklist

**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](#):**

Dr. Anne G. Wahl, Assistant Provost, (585) 475-7688, [agwvpa@rit.edu](mailto:agwvpa@rit.edu)

Karel Shapiro, Administrative Assistant, (585) 475-2527, [kdsdfp@rit.edu](mailto:kdsdfp@rit.edu)

Brenda Thornton, Senior Staff Specialist, (585) 475-4988, [bvtdfp@rit.edu](mailto:bvtdfp@rit.edu)