

New Degree Program Intent Document Process

Overview: The development of a new program begins with the submission of a New Degree Program Intent Document, as defined on the Provost’s [Academic Program & Curriculum Management](#) website. The Intent Document process establishes priorities for full program development. This process is for **degree programs only**.

Responsibility	Action
<p>Author(s)</p>	<ul style="list-style-type: none"> • Prepare(s) an Intent Document that briefly describes the proposed program: Download Intent Document Template. <ul style="list-style-type: none"> - If resubmitting an Intent Document that was previously rated as a “Low Priority” please refer to the resubmission process. • Deliver(s) Intent Document to Initiating Dean(s).
<p>Initiating Dean(s)</p>	<ul style="list-style-type: none"> • Ensure(s) that the Intent Document is vetted and voted upon via traditional college (and department/school) curriculum-review channels. • Send(s) Required Items to the Provost and Office of Academic Program and Curriculum Management prior to posting date* (Spring: February 15, Fall: October 15). Submission of the following items affirms Dean(s) support: <ul style="list-style-type: none"> - Intent Document (maximum 2 pages) - Assessment of Current and Incremental Resources (faculty, administrative, facilities, library, software, other). - Summary of Faculty Input - Enrollment, Persistence and Graduation information for host college and related degree programs, from the RIT Program Analytics Dashboard. <p>For proposed doctoral programs, also include all of the following:</p> <ol style="list-style-type: none"> 1. Explain RIT’s competitive advantage for the proposed program, as compared to established regional programs and programs at national peer institutions (i.e. what distinguishes the proposed program from existing competitors; why will potential applicants be attracted to it?) 2. Discuss how students will be supported through existing faculty research and accompanied funding. Note any additional infrastructure needed to support research. 3. Describe the capacity for long-term program success and sustained viability in research. Discuss the potential for the program to maintain relevancy and prepare students for success in the field now and in the future? 4. List participating faculty with their ranks, departmental affiliation and current funding levels.
<p>Provost’s Office</p>	<ul style="list-style-type: none"> • Posts Intent Document online for 45 days to collect community feedback. • Forwards Intent Document for non-Ph.D. programs to Enrollment Management and Marketing Communications to request a marketing analysis and potential enrollment. • Following the vetting period, the Provost reviews the Intent Document, faculty feedback, marketing/enrollment information, community input, and consults with Deans' Council. • Following the review process, Provost assigns priority rating: <ul style="list-style-type: none"> - High Priority: move to full program development immediately - Low Priority: not ready to move to full program development - No Priority: program idea will not move forward • Notifies the initiating Dean(s) regarding priority rating of Intent Document.

See [additional information](#) about the New Degree Program Intent Document Process.

** Exception: Ph.D. Intent Documents are on a rolling schedule – they can be submitted at any time and will be posted once received and processed.*