

New Non-Doctoral Degree Program Proposal Checklist

Directions: Before beginning any of the steps below, the new program idea must be approved by the Provost. For details regarding RIT's new process for vetting and gaining approval for proposed programs, please review the [New Degree Program Intent Document and Process](#).

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

Prepare new program proposal ([See overview of steps](#))

Review previous examples of program proposals ([See examples](#))

Seek guidance on the process from your College's Associate Dean

Discuss any questions with the [Office of the Vice Provost](#)

Complete the applicable NYSED form:

[New General Academic Degree Program](#) (non-Doctoral)

[New Professional Education Program](#) (licensed profession)

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

For Graduate Programs only, prepare External Review information

CONSULTATIONS AND SIGN-OFFS REQUIRED BEFORE ICC/GC REVIEW:

Enrollment Management – Approved by/date:

Finance and Administration – Five Year Financial Projections Required

Office of Educational Effectiveness Assessment – [Program Level Outcomes Assessment Plan](#)

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:

ICC or GC - Approval Date:

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

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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