

# New Program Proposal Checklist

**Directions: Use this checklist to be sure you haven't missed any important steps! Follow the steps in the order indicated.**

- Prepare New Program Proposal ([Further Information Here](#))

*REMEMBER TO DO THE FOLLOWING:*

- Review Previous Examples of Program Proposals ([Further Information Here](#))
- Seek Guidance on Process from your College's Associate Dean
- Confer with Vice Provost on any Questions/Concerns

*REMEMBER TO GET REQUIRED SIGN OFFS BEFORE ICC/GC REVIEW:*

- Consultation and Sign Off by Enrollment Management Required
- Consultation and Sign Off by Finance and Administration on Final Cost Model Projections Required
- Consultation and Sign Off on Program Level Outcomes Assessment Plan by the Office of Educational Effectiveness Assessment Required

- Move Program Proposal through Curriculum Review Stages:

Date Approved

- Department
- College
- ICC or GC
- Academic Senate

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- Secure Provost/President Approval to Send to NYSED (Dean's Role)
- Prepare NYSED Registration Materials and send to Vice Provost ([Further Information Here](#))