

# New Program Proposal Checklist

Directions: Before beginning any of the steps below, approval for the new program idea must be received from the Provost and President. For details, please see the [new procedure and timeline for vetting and gaining approval for new degree program ideas](#).

Anticipated Start Term for New Program: \_\_\_\_\_

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
- Provide Table 1 (A for Undergraduate, B for Graduate)
- Provide syllabi for new and changed courses
- Provide new and existing faculty information
- Provide External Review information, if applicable
- Complete applicable sections of the [NYSED New General Academic Program Form](#) (note that [Professional Education programs use a special form](#))

## 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 (review [Curricular Action Approval Process Chart](#) to determine what approvals are needed. Discuss any questions with Vice Provost.)
- |  | <u>Date Approved</u> |
|--|----------------------|
| <input type="checkbox"/> Department      | _____                |
| <input type="checkbox"/> College         | _____                |
| <input type="checkbox"/> ICC or GC       | _____                |
| <input type="checkbox"/> Academic Senate | _____                |
- Secure Provost/President Approval to Send to NYSED (Dean's Role)
  - Prepare NYSED Registration Materials and send to Vice Provost ([Further Information Here](#))