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 Concept Paper and Submit for Posting (See Template Here)

☐ 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 Sr. Associate Provost on any Questions/Concerns

REMEMBER TO GET SIGN OFFS NEEDED 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:  
  ☐ Department  
  ☐ College  
  ☐ ICC or GC  
  ☐ Academic Senate

☐ Secure Provost/President Approved to Send to NYSED (Dean’s Role)

☐ Prepare NYSED Registration Materials and send to Sr Associate Provost (Further Information Here)

Date Approved: 

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