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| **New Program Intent Document Action Form** |
| **1. Date:** Click here for Date |
| **2. Proposed Program Title and Code:** Program Title/Code |
|  *Follow checklist on next page.* |
| **3. Department:** Department Name |
| **4. Target Degree(s) of Student Population:** [ ]  **B.S.** [ ]  **A.S.** [ ]  **A.A.S.** [ ]  **A.O.S.** [ ]  **Certificate**  |
| **5. Initiator(s):** Name(s) |
| **6.** [ ]  **Department faculty feedback and Intent Document received.** |
| **7. Initiator’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_** |
|  *Please submit this signed form to AVPAA via Associate Dean for Curriculum for further processing.* |
| **8. Submitted to NTID Faculty Congress (NFC): Date: \_\_\_/\_\_\_/\_\_\_** |
| **9. NFC feedback received: Date: \_\_\_/\_\_\_/\_\_\_** |
| **10. Submitted to the NCC: Date: \_\_\_/\_\_\_/\_\_\_** |
| **11. NCC Action: Date: \_\_\_/\_\_\_/\_\_\_** |
|  **\_\_\_\_ Vote to Recommend Approval** |
|  **\_\_\_\_ Vote to Recommend Disapproval** |
| **12.** [ ]  **NCC Chair’s Letter describing final NCC recommendation received.** |
| **13. NCC Chairperson’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_** |
| **14. Submitted to the Dean through Associate VP for Academic Affairs (AVPAA): Date: \_\_\_/\_\_\_/\_\_\_** |
| **15. AVPAA’s Signature** **indicating Dean approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_** |
| **16. Dean’s summary of faculty feedback received: Date: \_\_\_/\_\_\_/\_\_\_** |
| **17. Intent Doc and faculty feedback submitted by Dean to Provost/Vice Provost for vetting: Date: \_\_\_/\_\_\_/\_\_\_** |
| **18. Posted to the Provost’s website for community feedback: Date: \_\_\_/\_\_\_/\_\_\_** |
| **19. 1-page Dean support & resource summary submitted to Provost/Vice Provost during vetting: Date: \_\_\_/\_\_\_/\_\_\_** |
| **20. Market analysis, enrollment projections submitted by Enrollmt. Mgmt. to Provost during vetting: Date: \_\_\_/\_\_\_/\_\_\_** |
| **21. President/Provost decision re full program development: Date: \_\_\_/\_\_\_/\_\_\_** |
|  **\_\_\_ Approved with high / low priority \_\_\_ Not Approved (no priority)**  |

**Intent Document Checklist\*:**

Prior to preparing this document, consult with Enrollment Management to gain an understanding of market demand and competition associated with the proposed idea.

The intent document will be no more than 2 pages and should contain:

* Program name.
* Brief program description, including whether external professional accreditation will be required.
* Program structure: credits hours, time to degree, participating departments/colleges when of an interdisciplinary nature, etc.
* Delivery mode: on campus, on-line, hybrid, cohort based, etc.
* Target audience: traditional college-age undergraduates, RIT alumni, working professionals, military, other.
* Other information that will help the RIT community identify synergistic opportunities or overlap with existing degrees.

*\*Excerpt from Provost’s document titled ‘New Degree Program Ideas: Intent Document and Timeline’ dated 5/21/2019*