NTID New Program Intent Document Timeline*

Primary Author(s) of Intent Document for New Program Idea		
Consult with Enrollment Managment and ADC; write 2-page Intent Document**	by Apr 15	by Nov. 1

Department(s) Faculty		
Review document and provide written feedback to author(s)	by May 1	by Nov. 15

AVPAA and Dean		
Review document and forward to NFC	(after summer) by Aug. 31	by Nov. 30

NTID Faculty Congress (NFC)		
Review document, gather and summarize feedback from constituents; send to NCC	by Sept. 15	by Dec. 15

NTID Curriculum Committee (NCC)		
Review document and vote re approval; send to AVPAA	by Sept. 25	(after break) by Jan. 25

AVPAA and Dean		
Summarize all faculty feedback and forward, with document, to Provost	**by Oct. 1**	**by Feb. 1**

Provost		
Post to website for community review	Oct. 15	Feb. 15

RIT Community Vetting		
Review and provide comments on the proposed program	~Oct. 15-Nov. 30	~Feb. 15-Mar. 30

Enrollment Management		
During vetting, provide market analysis and enrollment projections to Provost	~Oct. 15-Nov. 30	~Feb. 15-Mar. 30

Dean		
During vetting, provide 1-page resource summary to Provost	~Oct. 15-Nov. 30	~Feb. 15-Mar. 30

Provost		
Review intent document, community feedback, Enroll Mgmt & Dean input. Consult with Dean's Council. Prioritize program High, Low, No	~Dec. 1-Jan. 15	~Apr. 1-May 15

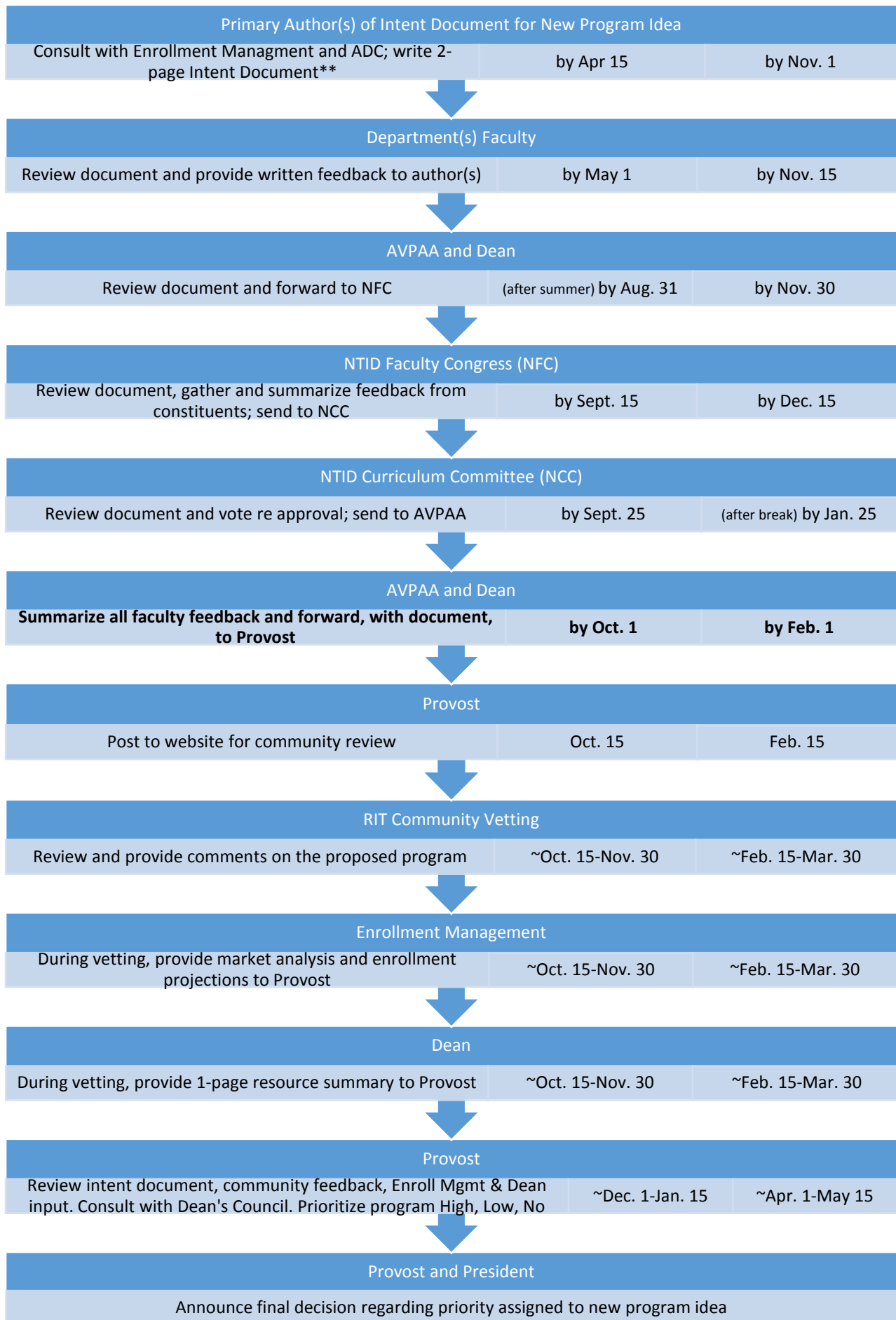| Provost and President	
Announce final decision regarding priority assigned to new program idea	

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*Notes:

1. It is strongly suggested that departments consider submitting their Intent Documents substantially earlier than the proposed deadline dates, to accommodate sufficient time for reviews and feedback and to avoid unforeseen delays. Earlier submissions will enable your document to proceed through the subsequent process faster, especially if there are multiple submissions to be reviewed.

2. Deadline dates for Ph.D. programs have more flexibility. "The program intent document for new Ph.D. program ideas will be posted on an on-going basis for at least the next academic year (AY19-20). This flexible posting schedule enables RIT to move the strategic plan goal for growing our Ph.D. program portfolio forward more quickly." -- Chris Licata 8/5/19

**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.