

Internal Review Grid (5/04/2015)

Degree Type	Program Type	Review through internal School/College procedures	Review by Deans' Council	Review by Relevant Location Fac. Council Curr. Committees	Review by Relevant Location Faculty Councils	Provost Sign Off	File application with NY State Education Dept
Graduate degree***	New	X	X	X	X	X	X
	Significant changes to current curriculum	X	X			X	X
	Minor changes to current curriculum	X				X	Letter of notification suffices
Degree title	New	X	X	X	X	X	X
Non-degree	New					X	
New and Special Topics Courses	New	X	X <i>For Special Topics courses, needed only when offered for the 4th time</i>			X <i>For Special Topics courses, approval /notice needed only when offered for the 4th time</i>	
Change in total number of credits required for a degree		X	X	X	X	X	Letter of notification suffices

* Significant change is generally interpreted as requiring the approval of the New York State Education Department. This includes any proposal that involves change of 1/3 or more of the credits in the major.

** If there are deletions or additions of courses that are taken at another department, that department should be informed.

*** A program that is already offered on one campus must be approved as a new program on the new campus before it can be offered on that campus. If a new program proposal requires a master plan amendment (MPA) according to NYSED regulations, the MPA materials should be included with the proposal.