INTERNAL REVIEW GRID
(Approved as of 12/14/2022 NYC; 12/2/2022 WFC)

Undergraduate Degrees (Credit-bearing)	New or Existing	Review by Accreditation Liaison Officer (Middle States Approval may be Required)	Preliminary review by Deans Council	Review through internal School/College procedures	Review & approval by relevant Location Fac. Council Curr. Committees	Review & approval by relevant Location Faculty Councils	Review & approval by Deans Council	Provost final sign off / Budget Office inclusion into next year's budget (if applicable)	File application with NYSED
Undergraduate degree[2345]	New		1	2	3	4	5	6	7
Undergraduate degree in a new (outside) location or via a non-accredited third party	New	1	1	2	3	4	5	6	7
Undergraduate degree via a non-accredited third party, or offered at a new (outside) location	Existing	1	1	2	3	4	5	6	7
Curriculum change to an undergraduate degree	Significant[12]			1	2	3	4	5	6
Curriculum change to an undergraduate degree	Minimal[2]			1				2	Letter of notification suffices
Undergraduate concentration to an existing program	New[2]			1	2	3	4	5	6
Minor/Badges[4]	New			1	2	3	4	5	
Undergraduate certificate program[4]	New			1			2	3	4
Combined degrees between existing programs	Existing			1	2	3	4	5	
Change or addition of degree modality[5]	Existing			1			2	3	4
Degree title	New			1	2	3	4	5	6

[1] Significant change is generally interpreted as requiring the approval of the New York State Education Department. This includes: Cumulative change of one-third or more of the minimum credits required for the award, Changes in a program's focus or design, Adding or eliminating an option or concentration, Eliminating a requirement for program completion, Altering the liberal arts and science content in a way that changes the degree classification, Program title, Program award, Discontinuing a program, Format change, and Creating a new program from a concentration/track in an existing program.

[2] If there are deletions or additions of courses that are taken in another department, that department must be informed.

[3] 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.

[4] Programs that anticipate additional funds must complete a Business Case/ Financial Proforma.

[5] When there is a degree modality change involving Distance Education, please perform a review and consultation with Professional Education and Special Programs.

Graduate Degrees (Credit-bearing)	New or Existing	Review by Accreditation Liaison Officer (Middle States Approval may be Required)	Preliminary review by Deans Council	Review through internal School/College procedures	Review & approval by relevant Location Fac. Council Curr. Committees	Review & approval by relevant Location Faculty Councils	Review & approval by Deans Council	Provost final sign off / Budget Office inclusion into next year's budget (if applicable)	File application with NYSED
Graduate degree[2345]	New		1	2	3	4	5	6	7
Graduate degree in a new (outside) location or via a non-accredited third party	New	1	1	2	3	4	5	6	7
Graduate degree via a non-accredited third party, or offered at a new (outside) location	Existing	1	1	2	3	4	5	6	7
Curriculum change to a graduate degree	Significant[12]			1	2	3	4	5	6
	Minimal[2]			1				2	Letter of notification suffices
Graduate concentration to an existing program	New			1	2	3	4	5	6
Certificate of Advanced Graduate Studies[4]	New			1			2	3	4
Combined degrees between existing programs	Existing[2]			1	2	3	4	5	
Change or addition of degree modality[5]	Existing			1			2	3	4
Degree title	New			1	2	3	4	5	6

[1] Significant change is generally interpreted as requiring the approval of the New York State Education Department. This includes: Cumulative change of one-third or more of the minimum credits required for the award, Changes in a program's focus or design, Adding or eliminating an option or concentration, Eliminating a requirement for program completion, Altering the liberal arts and science content in a way that changes the degree classification, Program title, Program award, Discontinuing a program, Format change, and Creating a new program from a concentration/track in an existing program.

[2] If there are deletions or additions of courses that are taken in another department, that department must be informed.

[3] 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.

[4] Programs that anticipate additional funds must complete a Business Case/ Financial Proforma.

[5] When there is a degree modality change involving Distance Education, please perform a review and consultation with Professional Education and Special Programs.

INTERNAL REVIEW GRID
(Approved as of 12/14/2022 NYC; 12/2/2022)

Course Form Type (Credit-bearing)	Review through internal School/College procedures	Review & approval by Dyson Curriculum Committee	Review & approval by Deans	Review & approval by relevant Location Fac. Council Curr. Committees	Review & approval by relevant Location Faculty Councils	Provost Sign Off
New Course	1		2			3
Course Change	1					2
Area of Knowledge or Civic Engagement Course Designation		1				
Special Topics Courses	1		2 For Special Topics courses, needed only when offered for the 4th time			3 For Special Topics courses, needed only when offered for the 4th time

Non-credit bearing programs	Review through internal School/College procedures	Review & approval by Dyson Curriculum Committee	Review & approval by Deans	Review & approval by relevant Location Fac. Council Curr. Committees	Review & approval by relevant Location Faculty Councils	Provost Sign Off
Non-degree						1