New Program Submissions

Instructions and Workflow including Important **FY26** Submission Dates

Updated 9/1/23

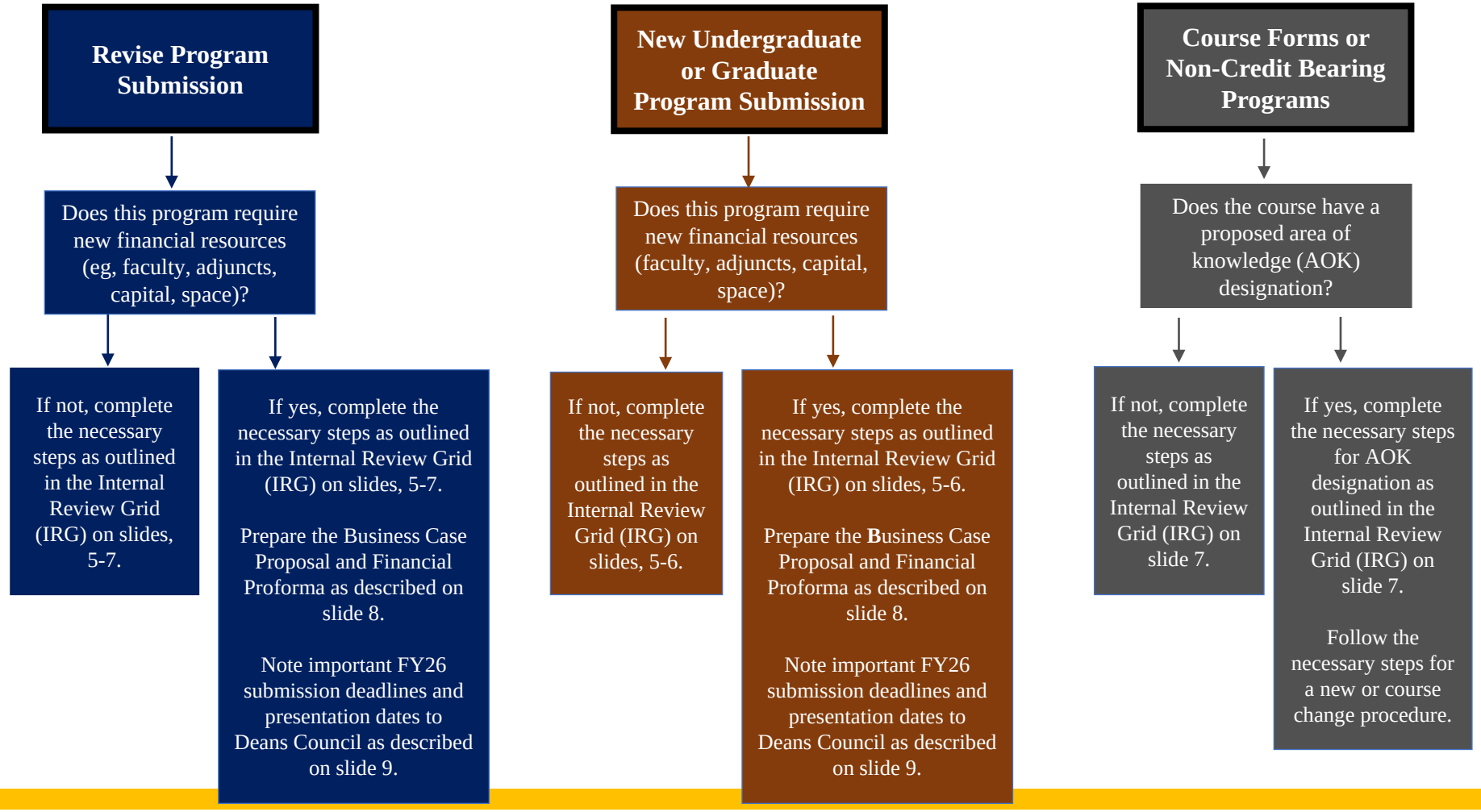
PACE UNIVERSITY

Instructions

1. **Internal Review Grid (IRG)**
   - To be used for the review and approval for ALL ACADEMIC PROGRAM SUBMISSIONS
   - The Internal Review Grid provides a comprehensive summary of the review and approval steps needed for:
     - All undergraduate and graduate programs, courses, and non-credit bearing programs
     - Indicates which new programs and program revisions are required to be submitted to NYS for approval

2. **Business Case Proposal and Financial Proforma**
   - To be completed for ONLY THOSE ACADEMIC PROGRAMS REQUIRING new financial resources *(e.g., faculty, adjuncts, capital, space, supplies & services, etc.)*
   - These forms provide a comprehensive summary of the market demand and financial resources needed for the new program submission:
     - **Business Case Proposal** provides a comprehensive market study and program assessment
     - **Financial Proforma** provides a 5-year financial projection of enrollment, revenue, and profit
       - *See Deans Council presentation dates (slide 9)*

Workflow Summary



1. Internal Review Grid (IRG)

- The Internal Review Grid provides a comprehensive summary of the review and approval steps needed for **all** undergraduate and graduate programs, courses, and non-credit bearing programs

- The Internal Review Grid indicates which new programs and program changes need to go to New York State for approval

Please note that the IRG was approved by BOTH the NYCFC and Westchester FC on 2/5/20 & 2/7/20, respectively.
Please note that Footnote #6 was added on 6/26/20 to conform to new Middle States Accreditation Requirements.
Please note footnotes were updated in March 2023 that did not require NYFC and Westchester FC approval.

IRG – UG Degrees

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
	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.

IRG – GRAD Degrees

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

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.

IRG – Other

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

2. Business Case Proposal & Financial Proforma

- The following documents should be completed for **all** academic program submissions requiring **new financial resources** *(eg, faculty, adjuncts, capital, space):*
  - **Business Case Program Proposal -** a conclusive narrative of the program, including a comprehensive market study and program assessment
  - **Financial Proforma Model -** A 5-year financial projection of enrollment, revenue and profit (see separate files for undergraduate and graduate/special programs)
- **These documents will be presented at Deans Council *(presentation dates on slide 9)***
- Please note that the Business Case Proposal and Financial Proforma templates can be found on the Pace website at www.pace.edu/PROVOST *(and select Polices and Forms)*

Important Fall 2023 & Spring 2024 Dates

Please Note: This timeline **ONLY** applies to program submissions with **new financial resource** requests.

All new programs requiring new financial resources **must be fully approved by June 2024 for inclusion in the FY26 Budget (Fall 2025/Spring 2026).**

Preliminary Review by Deans Council

- Review of **FY26 Business Case Program Proposals**
  - October 5, 2023
  - November 2, 2023
  - December 7, 2023
  - February 1, 2024
  - March 7, 2024
  - April 4, 2024

Financial Aid Review Committee (FARC)

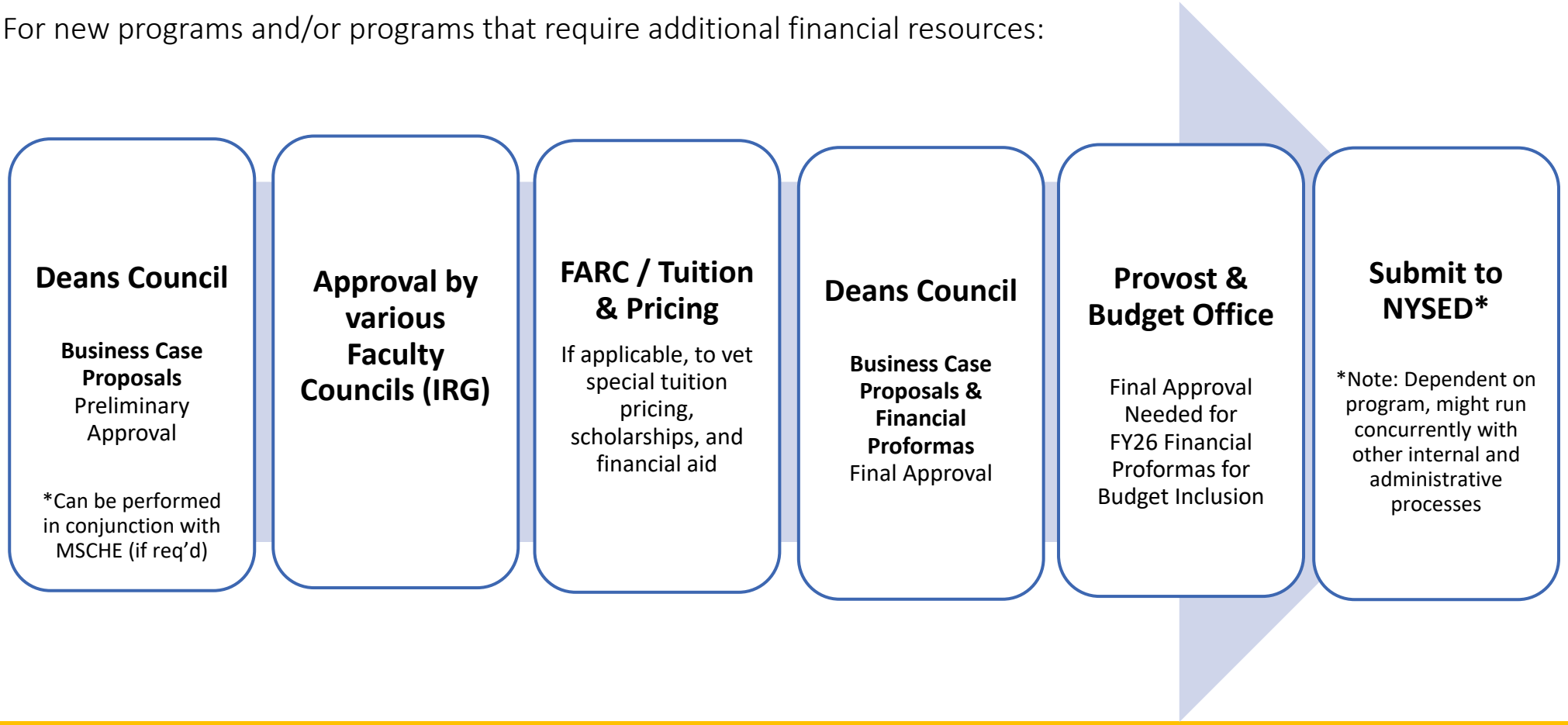
- Review of programs with special tuition pricing, scholarships, or financial aid
- Meets every Tuesday from 1:30pm - 2:30pm

Final Review & Approval by Deans Council

- Review of the **FY26 Financial Proformas** for approved Business Case Program Proposals requesting new financial resources
  - May 2, 2024

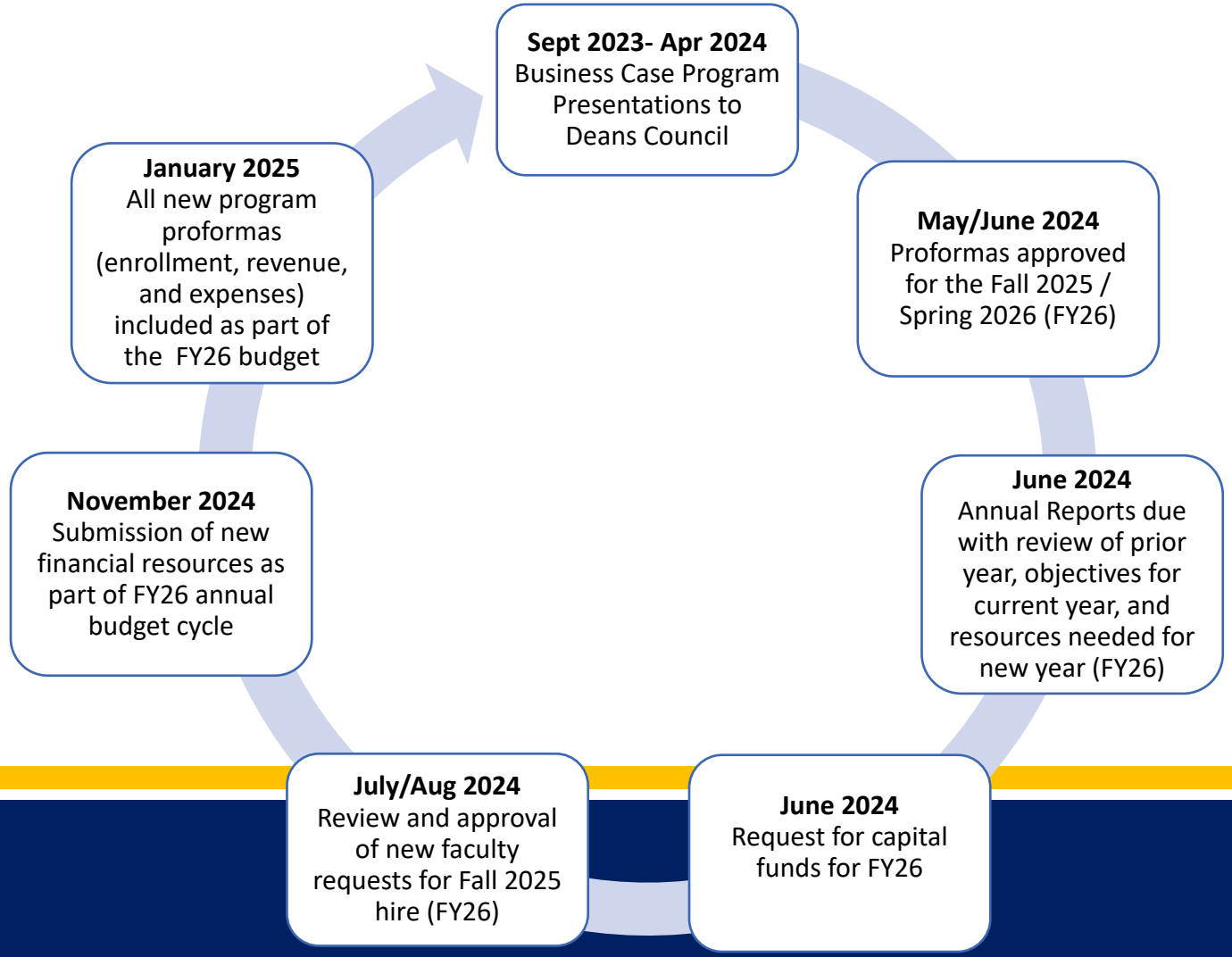
Approval Workflow

For new programs and/or programs that require additional financial resources:



FY26 Timeline

For programs that require new financial resources, the goal of this timeline is to align the financial, operational, and human resource needs with the annual budget cycle.



Next Steps

- Significant lead time is often needed to *prep* for program launches. Examples include:
    - Prepping all marketing and recruiting materials
    - Creating the application in Slate
    - Creating the program web site and links
    - Creating program codes
    - Scheduling courses and assigning staff
    - Course development
    - Approving tuition pricing and aid packages
    - Creating orientations and onboarding for new students
    - Adding content to the university catalog

- Consultation and notification with non-academic departments *(such as admissions, marketing, financial aid, enrollment management, tech support)* can be initiated while waiting for NYS approval.

Questions ?

- For questions on the NYSED approval process, email **programreview@pace.edu**
- Please visit the Pace University website:
  - **www.pace.edu/PROVOST** *(Polices and Forms)*