New Program Submissions

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

Updated 9/1/23; Revised 3/12/24
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

**Revise Program Submission**

Does this program require new financial resources (e.g., faculty, adjuncts, capital, space)?

- If not, complete the necessary steps as outlined in the Internal Review Grid (IRG) on slides, 5-7.
- If yes, complete the necessary steps as outlined in the Internal Review Grid (IRG) on slides, 5-6.
  - Prepare the Business Case Proposal and Financial Proforma as described on slide 8.
  - Note important FY26 submission deadlines and presentation dates to Deans Council as described on slide 9.

**New Undergraduate or Graduate Program Submission**

Does this program require new financial resources (faculty, adjuncts, capital, space)?

- If not, complete the necessary steps as outlined in the Internal Review Grid (IRG) on slides, 5-6.
- If yes, complete the necessary steps as outlined in the Internal Review Grid (IRG) on slides, 5-6.
  - Prepare the Business Case Proposal and Financial Proforma as described on slide 8.
  - Note important FY26 submission deadlines and presentation dates to Deans Council as described on slide 9.

**Course Forms or Non-Credit Bearing Programs**

Does the course have a proposed area of knowledge (AOK) designation?

- If not, complete the necessary steps as outlined in the Internal Review Grid (IRG) on slide 7.
- If yes, complete the necessary steps for AOK designation as outlined in the Internal Review Grid (IRG) on slide 7.
  - Follow the necessary steps for a new or course change procedure.
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)

<table>
<thead>
<tr>
<th>Undergraduate Degree (Credit-bearing)</th>
<th>New or Existing</th>
<th>Review by Accreditation Liaison Office (Middle State Approval may be Required)</th>
<th>Preliminary review by Dean Council</th>
<th>Review through internal School/College procedures</th>
<th>Review &amp; approval by relevant Location Faculty Councils</th>
<th>Review &amp; approval by relevant Location Faculty Councils</th>
<th>Review &amp; approval by Dean Council</th>
<th>Project final sign off</th>
<th>Budget Office inclusion into next year's budget (if applicable)</th>
<th>File application with NYSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate degree</td>
<td>New</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>Undergraduate degree in a new (outside) location or via a non-accredited third party</td>
<td>New</td>
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<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
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<td>6</td>
<td>5</td>
<td>6</td>
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<tr>
<td>Undergraduate degree via a non-accredited third party, or offered at a new (outside) location</td>
<td>Existing</td>
<td>1</td>
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<td>2</td>
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<td>5</td>
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<td>3</td>
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<td>6</td>
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<td>5</td>
<td>6</td>
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<td>Minor/Budget*</td>
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<td>Combined degrees between existing programs</td>
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<td>Change or addition of degree modality*</td>
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<td>2</td>
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<td>4</td>
<td>3</td>
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<td>Degree title</td>
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<td>5</td>
<td>6</td>
<td>5</td>
<td>5</td>
<td>6</td>
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</tbody>
</table>

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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 material 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)

<table>
<thead>
<tr>
<th>Graduate Degrees (Credit-bearing)</th>
<th>New or Existing</th>
<th>Review by Accreditation Liaison Officer (Middle States Approval may be Required)</th>
<th>Preliminary review by Deans Council</th>
<th>Review through internal School/College procedures</th>
<th>Review &amp; approval by relevant Location Fac. Council Curr. Committee</th>
<th>Review &amp; approval by relevant Location Faculty Councils</th>
<th>Review &amp; approval by Deans Council</th>
<th>Present final sign off</th>
<th>Budget Office inclusion into next year’s budget (if applicable)</th>
<th>File application with NYSED</th>
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<td>2</td>
<td>3</td>
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<td>5</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Graduate degree in a new (outside) location or via a non-accredited third party</td>
<td>New</td>
<td>1</td>
<td>1</td>
<td>2</td>
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<tr>
<td>Graduate degree via a non-accredited third party, or offered at a new (outside) location</td>
<td>Existing</td>
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<td>1</td>
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<tr>
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</tr>
<tr>
<td>Graduate concentration to an existing program</td>
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<td>5</td>
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<tr>
<td>Certificate of Advanced Graduate Study&lt;br&gt;4</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Combined degrees between existing programs</td>
<td>Existing&lt;br&gt;2</td>
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<td>2</td>
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<tr>
<td>Change or addition of degree modality&lt;br&gt;2</td>
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<td>5</td>
<td>5</td>
<td>6</td>
<td></td>
<td></td>
</tr>
</tbody>
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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.
<table>
<thead>
<tr>
<th>Course Form Type (Credit-bearing)</th>
<th>Review through internal School/College procedures</th>
<th>Review &amp; approval by Dyson Curriculum Committee</th>
<th>Review &amp; approval by Deans</th>
<th>Review &amp; approval by relevant Location Fac. Council Curr. Committees</th>
<th>Review &amp; approval by relevant Location Faculty Councils</th>
<th>Provost Sign Off</th>
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<tbody>
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<td>New Course</td>
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<td>2</td>
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<tr>
<td>Area of Knowledge or Civic Engagement Course Designation</td>
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<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Special Topics Courses</td>
<td>1</td>
<td>2</td>
<td></td>
<td>For Special Topics courses, needed only when offered for the 4th time</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-credit bearing programs</th>
<th>Review through internal School/College procedures</th>
<th>Review &amp; approval by Dyson Curriculum Committee</th>
<th>Review &amp; approval by Deans</th>
<th>Review &amp; approval by relevant Location Fac. Council Curr. Committees</th>
<th>Review &amp; approval by relevant Location Faculty Councils</th>
<th>Provost Sign Off</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-degree</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>
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](http://www.pace.edu/PROVOST) (and select Policies 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).

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Review of <strong>FY26 Business Case Program Proposals</strong></td>
<td>• Review of programs with special tuition pricing, scholarships, or financial aid</td>
<td>• Review of the <strong>FY26 Financial Pro formas</strong> for approved Business Case Program Proposals requesting new financial resources</td>
</tr>
<tr>
<td>• October 5, 2023</td>
<td>• Meets every Tuesday from 1:30pm - 2:30pm</td>
<td>• June 13, 2024</td>
</tr>
</tbody>
</table>
Approval Workflow

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

1. **Deans Council**
   - Business Case Proposals
     - Preliminary Approval
   - *Can be performed in conjunction with MSCHE (if req'd)*

2. **Approval by various Faculty Councils (IRG)**
   - FARC / Tuition & Pricing
     - If applicable, to vet special tuition pricing, scholarships, and financial aid

3. **Deans Council**
   - Business Case Proposals & Financial Proformas
     - Final Approval

4. **Provost & Budget Office**
   - Final Approval Needed for FY26 Financial Proformas for Budget Inclusion

5. **Submit to NYSED***
   - *Note: Dependent on program, might run concurrently with other internal and administrative processes*
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.

- **Sept 2023 - Apr 2024**: Business Case Program Presentations to Deans Council
- **May/June 2024**: Proformas approved for the Fall 2025 / Spring 2026 (FY26)
- **June 2024**: Annual Reports due with review of prior year, objectives for current year, and resources needed for new year (FY26)
- **July/Aug 2024**: Review and approval of new faculty requests for Fall 2025 hire (FY26)
- **June 2024**: Request for capital funds for FY26
- **January 2025**: All new program proformas (enrollment, revenue, and expenses) included as part of the FY26 budget
- **November 2024**: Submission of new financial resources as part of FY26 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 (Policies and Forms)