

INTERNAL REVIEW GRID
(Approved as of 2/5/2020 NYC; 2/7/2020 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 | File application with NYSED |
|--|--------------------------|---|---|--|---|--|---|--|---------------------------------------|
| | | | | | | | | Budget Office inclusion into next year's budget (if applicable) | |
| Undergraduate degree ³⁴⁵ | 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 ¹ | | | 1 | 2 | 3 | 4 | 5 | 6 |
| | Minimal ² | | | 1 | | | | 2 | Letter of notification suffices |
| Undergraduate concentration to an existing program | New | | | 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.

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|---|--------------------------|---|---|--|---|--|---|--|------------------------------------|
| | | | | | | | | Budget Office inclusion into next year's budget (if applicable) | |
| Graduate degree ³⁴⁵ | 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 ¹ | | | 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 | | | 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 |

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INTERNAL REVIEW GRID
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| 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 |