

FY29 Academic Planning Timeline

Instructions for
New Program Submissions

Pace University

Updated June 24, 2026

Objective

The **Academic Planning Timeline** is designed to leverage existing processes, breakdown silos, and create a sustainable model for academic planning.

It streamlines the **review, approval, and market introduction of new programs**, reducing overall time to implementation while preserving a comprehensive enrollment management strategy and maintaining alignment with standard University processes --- including the ***Internal Review Grid (IRG)*** and the ***Annual Budget Development Cycle***.

FY29 Academic Planning Timeline

FY29 Academic Planning Timeline

Color key: ■Board/ President's Office ■Deans ■Enrollment Management ■Faculty ■Finance ■OPAIR ■Provost Office ■Registrar ■Multiple/ Other

Summer 2026	Fall 2026	Spring 2027	Summer 2027	Fall 2027	Spring 2028	Summer 2028	Fall 2028
OPAIR compiles AY 25–26 institutional data/ Dashboards (avoids Fall census conflict)	Sept–Dec New programs & changes through faculty governance per Internal Review Grid	February Deans produce school portfolio with KPIs, including new & pivoted programs	June 30 NYSED program actions due to Provost's Office	Oct 1 Deadline: Fall 2028 course actions	Feb 28 Deadline: Spring 2029 course actions	June Board of Trustees considers Academic Plan & FY29 Budget	October Fall 2028 Census conducted; AY 28–29 Catalog submitted to NYSED
	November Finance compiles prior FY (FY26) data - contribution margins & profit by program	Deans Council considers new program proposals	June Pivot programs removed from portals & enrollment marketing	Oct 1 Deadline: Fall 2028 minimal program changes to Provost's Office	Feb 28 AY 28–29 Catalog editing closes	By Aug 1 Academic Operations, OPAIR & Registrar update system coding to reflect Academic Plan changes	
	Dec–Jan Chairs confirm/contest program categorization; include new programs, minors, combined degrees	Deans & Chairs draft teach-out plans for programs under consideration for discontinuation	June Request for capital funds for FY29 submitted		Apr 1 AY 28–29 Catalog accessible to students		
	FARC / Tuition & Pricing vets special pricing, scholarships & aid for new programs	Provost reviews/ approves Dean portfolios and program recommendations	July–Aug New faculty requests for Fall 2028 hires reviewed & approved		May FY29 Academic Plan presented to AFA		
		President reviews the Academic Plan	July–Sept NYSED reviews submitted applications		**NEW** Provost Assoc Provosts, Deans, & Finance review the aid budget and decide/guide reallocation of aid		
			Aug 1 Student applications open for Fall 2028 admission				

Highlights of FY29 Academic Planning Timeline

Summer 2026

- OPAIR compiles AY 25–26 institutional data to begin the planning cycle.

Fall 2026

- **September–December** — **New programs and program changes** go through faculty governance approval per the Internal Review Grid, including internal school/college procedures, location faculty council curriculum committees, and location faculty councils.
- **November** — Finance compiles data from the prior fiscal year, including contribution margins and profit figures by program, using audited financial results.
- **December–January** — Department Chairs receive OPAIR & finance data alongside their last program submission and are asked to confirm their program’s previous categorization. This review is combined with the annual report and should include any **potential new programs, minors, and combined degrees. Program changes should be included, if possible.**

As applicable — FARC/Tuition & Pricing review is conducted to vet special tuition pricing, scholarships, and financial aid for any new programs.

Highlights of FY29 Academic Planning Timeline

Spring 2027

- **February** — Deans receive the full data package (OPAIR data, Finance data, and Chair reports) and produce a school-level portfolio with KPIs. This portfolio must include any **proposed new programs and pivoted programs**.
- **Provost Review** — Provost reviews Dean portfolios and program recommendations.

Summer 2027

- **June** — Deans Council considers **new program proposals**.
- **June** — All program actions requiring **NYSED applications** (new programs, substantial changes, title changes, etc.) are due to the Provost's Office.
- **June** — Pivot programs are removed from application portals & enrollment marketing websites.
- **June** — Request for **FY29 capital funds** are submitted.
- **July–August** — **New faculty requests for Fall 2028 hires (FY29)** are reviewed and approved.
- **July–September** — **NYSED** reviews submitted applications.

Fall 2028

- **September** - Launch of approved FY29 programs.

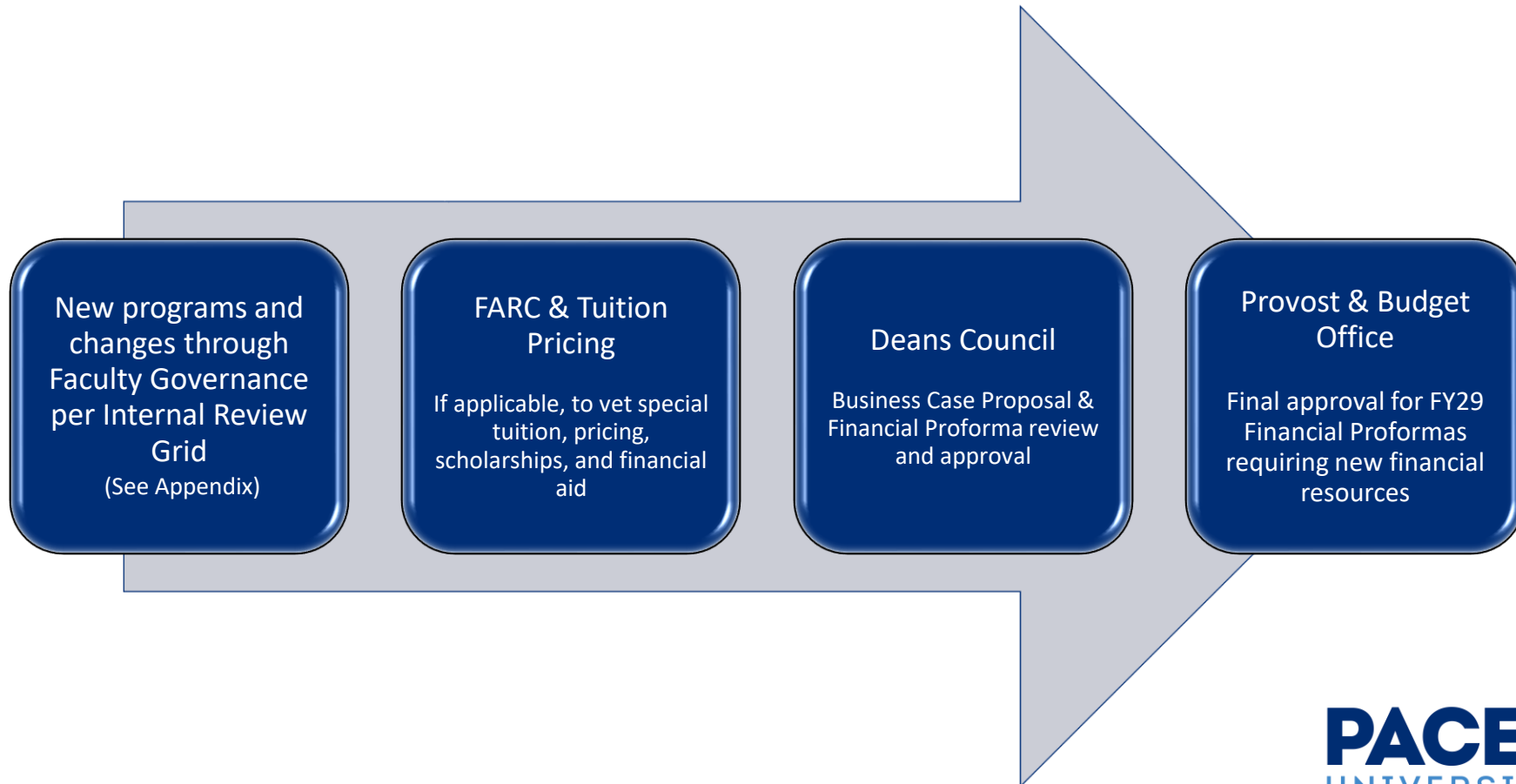
FY29 New Program Submission Workflow

FY29 New Program Instructions

- Every academic program submission that calls for additional financial resources must include the documents listed below (*e.g., faculty, adjuncts, supplies & services, marketing, capital, and space*):
 - **Business Case Program Proposal** — a written overview of the program, with a thorough market study, a program assessment, and a description of how it advances Pace’s mission of *Opportunitas* and fosters partnerships across the community.
 - **Financial Proforma Model** – a five-year forecast covering enrollment, revenue, and margin for those programs requiring new financial resources.
 - *Refer to the dedicated templates available for Undergraduate, Graduate, and Special Programs.*
- Templates for the Business Case Proposal and Financial Proforma are available through the Pace website at [Provost Office website](#) (*and select Polices and Forms*)

FY29 New Program Approval Workflow

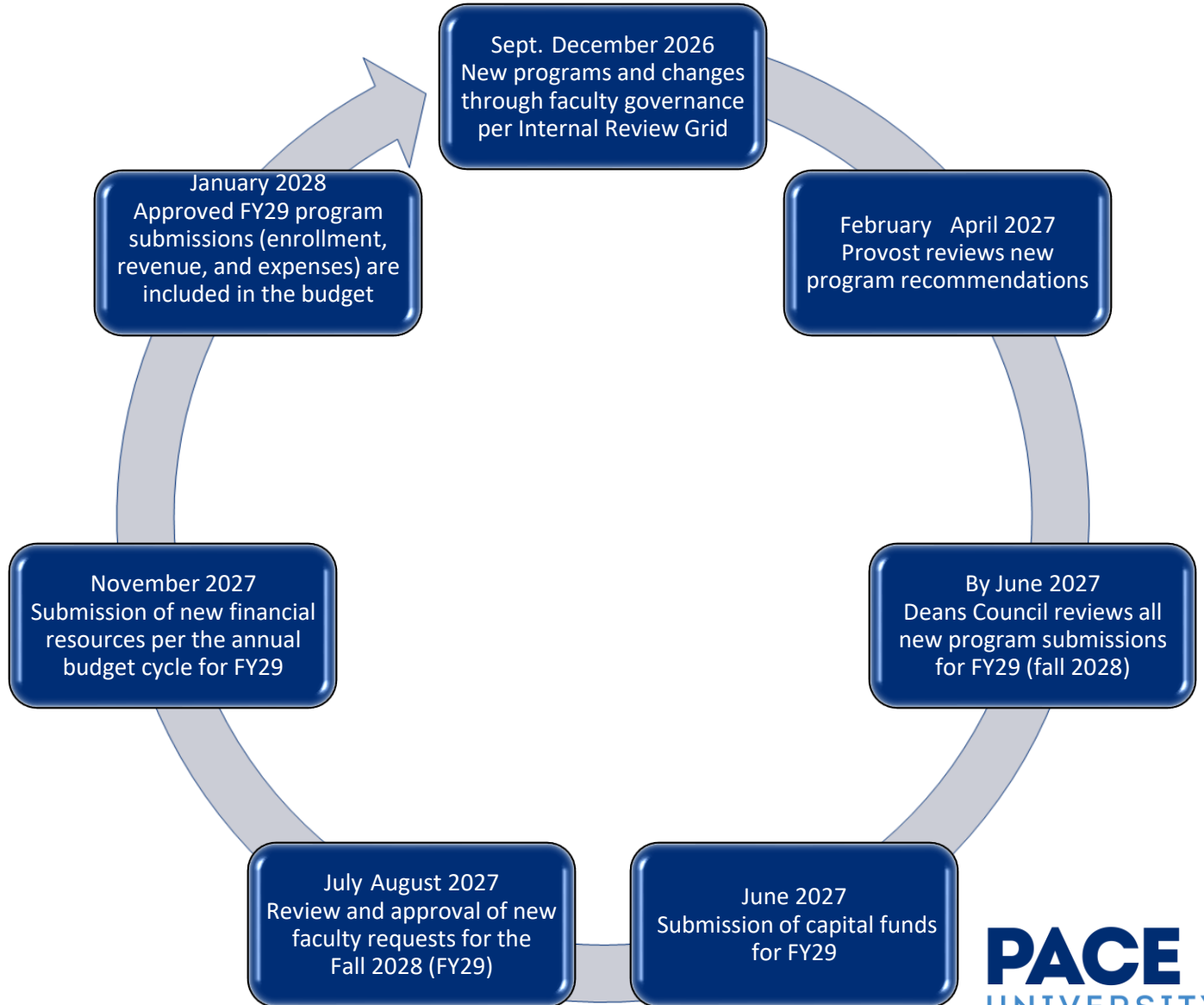
For new programs and/or programs that require additional financial resources:



Note: Submission to NYSED is dependent on all internal approvals being granted.

FY29 New Program Timeline

New Programs
& Annual Budget
Submission Dates



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, information technology*) can be initiated while waiting for NYS approval.

Questions?

Please visit the Pace University website:
[Provost Office website](#) (*Policies and Forms*)

APPENDIX

Internal Review Grid

IRG – Undergraduate 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	File application with NYSED
								Budget Office inclusion into next year's budget (if applicable)	
Undergraduate degree ^{2,4,5}	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 ^{1,2}			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 – Graduate 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	File application with NYSED
								Budget Office inclusion into next year's budget (if applicable)	
Graduate degree ^{2,3,4,5}	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 ^{1,2}			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 ²	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