



**NEW YORK CITY
COLLEGE OF TECHNOLOGY**
THE CITY UNIVERSITY OF NEW YORK

300 JAY STREET • BROOKLYN, NY 11201-1909

Preparing to Submit a Proposal for a New Academic Program – REVISED FALL 2018

Background: To assist departments and developers of proposed programs in the complex and time-consuming effort of preparing a program proposal for successful review, the Curriculum Committee, in conjunction with the Provost's Office, has developed the following process and guidelines. These are intended to focus efforts, save time and result in the development of programs that will best serve our students.

- 1. Prepare a New Program Concept Paper** – This preliminary 1-2 page document should include the new program title, an explanation of the need for the new program, preliminary learning outcomes, a summary of similar programs both within and outside of CUNY, planned accreditation, anticipated enrollment, and any needed additional resources.
- 2. Consult First with the Department Chair and Colleagues in the Department(s), Then with School Dean, and Finally with the Associate Provost and Provost** – Sharing the New Program Concept Paper with each of these parties helps to refine the concept, confirm support and resources, strengthen the case for the program, address potential concerns and collect supporting evidence.
- 3. Prepare a New Program Case Statement** – This is, in effect, an outline for the full proposal. Consultation should continue during this process. When completing the attached template, provide evidence for all claims. Once there is a consensus among the above parties that the proposed program will advance the college's mission, serve our students, satisfy the CUNY Office of Academic Affairs criteria for development of new programs (see <https://www.cuny.edu/academics/programs/resources.html> for additional details), and likely receive approval from the New York State Department of Education, the *Letter of Intent to Submit a Proposal for a New Program* should be submitted to the Provost to initiate circulation within CUNY. Once this is approved by CUNY OAA, or upon the recommendation of the Provost, the full proposal should be prepared and submitted to the Curriculum Committee of College Council.
- 4. Prepare the Full Proposal and Submit for Approval** – Like all curriculum proposals, new programs require approval by the department, the College Council Curriculum Committee, and the full Council. Additionally, the college must commit to provide the resources required to offer the program.



OFFICE OF ACADEMIC AFFAIRS

PROPOSAL SUMMARY FOR ALL NEWLY PROPOSED ACADEMIC PROGRAMS

Name of Institution	Contact Person	Date
Proposed Program Title	Program Award	Number of credits

Will this program be delivered in cohorts using an executive format?

YES NO

Will this program follow the traditional semester/summer schedule?

YES NO If no, explain:

Is this a: (check all that apply)

Classroom program? Hybrid program? Fully on-line program?

Please include the following items in an outline of the program, which you may use as the executive summary of the full program proposal.

- Brief description of the program’s curriculum, including coursework, number of credits and culminating experience.
- Brief description of students’ expected outcomes after completing the program including employment titles, salaries and/or further educational opportunities.
- Brief description of the potential market for the program.
- College’s existing and needed resources to deliver the program.

Provost's Statement: (check one)

- I attest that we have completed a review of the CUNY Academic Program Inventory and have found no existing program similar to this proposed program.**

- I attest that we have completed a review of the CUNY Academic Program Inventory and have found the following program(s) similar in content but believe that there is significant enough demand for an additional program or significant enough difference in focus to justify advancing our proposal.**

Name of Institution(s) and Program(s):

Evidence of demand for a second program:

Articulation of difference in focus:

- I attest that we have completed a review of the CUNY Academic Program Inventory and have found the following program(s) to be substantially similar to what we are proposing and request a meeting with representatives from the relevant CUNY institution(s) and the central Office of Academic Affairs.**

Name of Institution(s) and Program(s):

Provost Name:

Provost Signature
