

Initial Concept

- Department or Division completes the [New Program: Initial Concept](#) (For brand new programs and certificate proposal).
- *Note: MSCHE Standard 7 requires discussion with Online Learning & Services at ciabocce@stjohns.edu if the program will be offered in hybrid or Distance Learning format.*
- Forms are submitted to the **Dean** who presents them to the Dean's Council for evaluation.
- The sponsors of the program will be notified by the Dean whether or not the proposal is approved to go through the remainder of the process .

Development within the College or School

- Program sponsors work with School or College Planners and the designated Associate/Assistant Dean to prepare the proposal following the [Guidelines](#) for New Proposals.
- A program with hybrid or a Distance Learning format must consult with OLS through ciabocce@stjohns.edu
- The proposal needs to be approved by Faculty Council and Graduate Council (as needed).
- Complete the [Academic Program Proposal Cover Sheet](#) (Revised 2-1-2016) with all required signatures.
- Once all approvals are received, the Dean or Dean's designee will forward the proposal to the **Office of the Provost, c/o Eyenit Santana**. Only proposals submitted by the Dean or designee will be accepted and tracked.

Obtaining appropriate approvals

- Undergraduate and graduate proposals will be forwarded to Vice Provost for Academic Support Services & Faculty Development
- A financial review will be conducted by Associate Provost for Academic Management & Planning before the package is presented to the Provost for Approval.
- If changes are required the Associate Dean and/or the planner will be consulted
- ***NOTE: proposals must be submitted to the Provost's Office at least six weeks prior to the Board of Trustees (BOT) meeting at which the program will be reviewed.***

Board of Trustee Approval

- Once approved by the Provost, proposals will be submitted to the BOT through the Provost's Office at its next regular meeting.
- The BOT reviews the [New Program Proposal Template - Abbreviated Version](#) (Added July 13, 2016) . If this has not already been completed, it should be prepared at this stage.
- If approved by the BOT the Dean will be notified to send a copy of the approved program and the names of the program sponsors to **Linda Shannon c/o Kimberly Hoppe-Hernandez**.
- Program sponsors will be contacted with forms and instruction on how to begin the NYSED registration process.

State Approval

- Program sponsors prepare drafts of NYSED forms for review by the Dean and Planner to ensure consistency with the approved BOT proposal.
- Once NYSED forms are drafted, they should be sent to the Institutional Accreditation Officer for review.
- ***NOTE: Program drafts are not final and often require multiple revisions before submission to NYSED.***
- ***Registering new Master's programs OR an existing Master's level program on another campus will require an outside review. This is a formal process which could take months.***
- ***Programs will be sent to the state in the order they are completed.***
- ***Once a final proposal is submitted to NYSED, it is estimated that Bachelor and Master level programs will be approved or returned with questions within 30 business days*** Doctoral level programs can take up to one-year for full approval
- ***PLEASE PLAN ACCORDINGLY as no recruitment or advertising can take place prior to NYSED registration.***