

**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 <sup>345</sup>	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 <sup>1</sup>			1	2	3	4	5	6
	Minimal <sup>2</sup>			1				2	Letter of notification suffices
Undergraduate concentration to an existing program	New			1	2	3	4	5	6
Minor/Badges <sup>4</sup>	New			1	2	3	4	5	
Undergraduate certificate program <sup>4</sup>	New			1			2	3	4
Combined degrees between existing programs	Existing			1	2	3	4	5	
Change or addition of degree modality <sup>5</sup>	Existing			1			2	3	4
Degree title	New			1	2	3	4	5	6

<sup>1</sup> 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.

<sup>2</sup> If there are deletions or additions of courses that are taken in another department, that department must be informed.

<sup>3</sup> 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.

<sup>4</sup> Programs that anticipate additional funds must complete a Business Case/ Financial Proforma.

<sup>5</sup> 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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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 <sup>345</sup>	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 <sup>1</sup>			1	2	3	4	5	6
	Minimal <sup>2</sup>			1				2	Letter of notification suffices
Graduate concentration to an existing program	New			1	2	3	4	5	6
Certificate of Advanced Graduate Studies <sup>4</sup>	New			1			2	3	4
Combined degrees between existing programs	Existing			1	2	3	4	5	
Change or addition of degree modality <sup>5</sup>	Existing			1			2	3	4
Degree title	New			1	2	3	4	5	6

<sup>1</sup> 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.

<sup>2</sup> If there are deletions or additions of courses that are taken in another department, that department must be informed.

<sup>3</sup> 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.

<sup>4</sup> Programs that anticipate additional funds must complete a Business Case/ Financial Proforma.

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<b>Course Form Type (Credit-bearing)</b>	<b>Review through internal School/College procedures</b>	<b>Review &amp; approval by Dyson Curriculum Committee</b>	<b>Review &amp; approval by Deans</b>	<b>Review &amp; approval by relevant Location Fac. Council Curr. Committees</b>	<b>Review &amp; approval by relevant Location Faculty Councils</b>	<b>Provost Sign Off</b>
<b>New Course</b>	<b>1</b>		<b>2</b>			<b>3</b>
<b>Course Change</b>	<b>1</b>					<b>2</b>
<b>Area of Knowledge or Civic Engagement Course Designation</b>		<b>1</b>				
<b>Special Topics Courses</b>	<b>1</b>		<b>2</b> For Special Topics courses, needed only when offered for the 4th time			<b>3</b> For Special Topics courses, needed only when offered for the 4th time

<b>Non-credit bearing programs</b>	<b>Review through internal School/College procedures</b>	<b>Review &amp; approval by Dyson Curriculum Committee</b>	<b>Review &amp; approval by Deans</b>	<b>Review &amp; approval by relevant Location Fac. Council Curr. Committees</b>	<b>Review &amp; approval by relevant Location Faculty Councils</b>	<b>Provost Sign Off</b>
<b>Non-degree</b>						<b>1</b>