

**Revised Procedures for Reviewing New Degree Program Proposals**  
**The City University of New York**  
**September 2013**

- By October 1 of each year, colleges will submit to the CUNY Office of Academic Affairs (OAA) a list of new programs in development. This will provide the central office an overview of curricular plans across the University.
- A letter of intent for new programs is no longer required. Instead, a single proposal will address all issues required for a full review, including the need for the program and its fit within the college's strategic plan; license or accreditation requirements; number of credits; academic or career prospects for graduates as appropriate; resource needs (faculty, space, staff, etc.); and the effects on existing offerings. OAA will post new proposals to its website for review by all CUNY colleges. Financial information must be submitted as required by the New York State Education Department.
- Colleges will decide when to submit a proposal for their own governance review. OAA may approve a proposal pending governance approval at a college. Proposals will advance to the Board Committee on Academic Program Planning and Research (CAPPR) only after they have received approval from college governance and OAA.
- OAA will review each proposal with a focus on the proposed program's academic quality and intellectual coherence, in particular the faculty resources available to support it.
- Colleges may submit proposal drafts to OAA for informal preliminary review.
- Letters from prospective employers will be required only when the college is proposing a career-oriented program.
- Proposals for new master's programs will no longer be submitted to the Graduate Advisory Committee, which will be discontinued. Similarly, proposals for new professional doctoral programs will no longer be reviewed by an ad hoc advisory committee.
- With the elimination of the letter of intent, proposals for new research doctoral programs will be reviewed by CAPPR only once, as full proposals.