**New Program Instructions**

*Prior to submitting a new program to the State it must vetted through our curriculum committees, Deans and the Office of the Provost.*

Complete and follow directions for the **Notice of Intent**. Once this form is reviewed and approved by the Dean, it should be submitted to the Office of the Provost.

After the Provost’s review, proposers will use the New Program Form link to find the appropriate NYSED form for registering their program.

Once completed, the form must be reviewed and approved by the Office of the Provost, and finally submitted to the State by Tim Stevens.

**Changing a Program**

Prior to submitting a program change to the State, the change must be vetted through our curriculum committees and Dean.

An email should be sent from the Dean to the Office of the Provost describing the program changes and the rationale for the changes.

The Office of the Provost will respond with further instruction.

**Office of the Provost contacts:**

Tim Stevens (timothy.stevens@yu.com)

Michele Nicosia (michele.nicosia@yu.edu)