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| **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):**

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**Provost Name:**

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**Provost Signature**