

## **Fashion Institute of Technology**

### **Phase I: Form for Approval to Proceed with New Program**

If you are currently thinking about developing a new degree program or are in the process of preparing a program announcement, **you must first complete this form.** It applies to a new degree program at any level--associate, baccalaureate or master's—or a credit certificate program. It is the first step in the program process and needs to be submitted and approved before you begin developing the Program Announcement (*see FIT Guidelines for Developing New Programs*). The form asks for information on the impact of the proposed program on a variety of aspects, including relation to mission, technology, financial resources and space. This information is required before a decision can be made about the College's ability to support the program. Five broad criteria are considered in the decision to proceed:

- (1) relation to the mission of the College
- (2) need for the program
- (3) capacity of the department to mount the program, given available faculty
- (4) resources required for the new program
- (5) space needs; laboratory/studio needs

Each should be addressed below. (Please keep this outline and use additional pages, as needed.)

**1. Relation to the mission of FIT.** Please specify precisely how this program fits into the mission of FIT. If it is a departure from the norm, please explain.

**2. Need for the Program.** Specify the industry demand for the program and why it is needed. Are other careers and occupations relevant to the proposed program? What other programs exist within the NYC area or within SUNY which might meet the same need?

**3. Capacity of the Department to Mount the Program.** Identify the faculty resources and areas of expertise already available in the department to offer the program. How many students are projected for the program—in the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> years?

**4. Resources Required.** Identify the resources needed for the program, for years 1, 2 and 3. Be specific regarding the following:

a. Faculty/personnel needs - cost of faculty (FT and PT), assistants, technician, support staff.

b. Technology - cost of computer hardware, software, specialized industry applications, etc.

c. Equipment - cost of items, such as machinery, studio equipment, etc.

**5. Space/Lab Needs.** Given these numbers, what will be the space requirements of the program? Explain, with reference to typical classroom space, specialized space, lab/studio space, etc. Please state the square feet required to begin the program and after the second and third years. (If you receive College approval to move ahead, you will be asked at a later point for additional information on resources and space).

\_\_\_\_\_  
*Signature of Faculty*                      *Date*

\_\_\_\_\_  
*Signature of Department Chair*    *Date*

\_\_\_\_\_  
*Signature of School Dean*            *Date*

Please submit this form to the Dean for Curriculum and Instruction, Room C-913. Thank you.