

# Application for Registration of a New Program<sup>1</sup>

This application is for New York degree-granting institutions seeking to register a new program that is below the doctoral level. Save this file, enter the requested information, and submit to the State Education Department.

- Proposals for new distance education, teacher certification, educational leadership certification, and professional licensure programs may require additional information, in addition to this core application.
- Certificate and advanced certificate proposals: use the certificate forms at <a href="www.highered.nysed.gov/ocue/">www.highered.nysed.gov/ocue/</a>. This expedited option is not available for teacher, educational leader, or professional certification/licensure programs.

Item	Response (type in the requested information)										
Program type	General academic program										
Check program type(s)	Program to prepare certified teachers or certified educational leaders										
31-1-9	Program to prepare <u>licensed professionals</u>										
Institution name and address	<ul> <li>Additional information:</li> <li>Specify campus where program will be offered, if other than the main campus:</li> <li>If any courses will be offered off campus, indicate the location and number of courses and credits:</li> </ul>										
Program title, award, credits, and proposed	Program title:  Award (e.g., B.A., M.S.): Credits: Proposed HEGIS code:										
HEGIS code	<u>'</u>										
Program format	Check all program scheduling and format features that apply: (See <u>definitions</u> )										
	i) Format:DayEveningWeekendEvening/Weekend										
	Not Full-Time ii) <b>Mode</b> :StandardIndependent StudyExternalAccelerated										
	iii) Other: _Bilingual _Language Other Than English _Upper Division Program										
Diploma Programs	If the program is credit bearing and will lead to a Diploma or Advanced Diploma, indicate the registered degree program(s) to which the credits will apply:										
Contact person	Name and title:										
for this proposal	Telephone: Fax: E-mail:										
CEO (or	Name and title:										
designee) approval	Signature and date:										
Signature affirms	If the program will be registered jointly <sup>2</sup> with another institution, provide the following information:										
the institution's commitment to	Partner institution's name:										
support the proposed program.	Name and title of partner institution's CEO:										
proposed program.	Signature of partner institution's CEO:										

<sup>2</sup> If the partner institution is non-degree-granting, see <u>CEO Memo 94-04</u>.

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<sup>&</sup>lt;sup>1</sup> CUNY and SUNY institutions: contact System Administration for program registration guidance.

**Program registration** is based on standards in the <u>Regulations</u> of the Commissioner of Education. Section <u>52.1</u> defines the curricula that must be registered. The Department registers individual curricula rather than the institution as a whole, but the registration process addresses major institutional elements. It is the chief means by which the Regents support the quality of college and university programs.

Please enter the requested information about the proposed program. Answer rows will expand as needed when information is entered. Application addenda for professional licensure, teacher certification, and educational leadership certification programs contain additional items and direction.

## 1. Program Description and Purpose

a) Provide a brief description of the program as it will appear in the institution's catalog.

Answer.

b) List educational and (if appropriate) career objectives.

Answer.

c) How does the program relate to the institution's mission and/or master plan?

Answer.

d) Describe the role of faculty in the program's design.

Answer.

e) Describe the input by external partners, if any (e.g., employers and institutions offering further education).

Answer.

f) What are the anticipated Year 1 through Year 5 enrollments?

Answer.

### 2. Sample Program Schedule

Complete **Table 1a** (for <u>undergraduate</u> programs) or **Table 1b** (for <u>graduate</u> programs).

- If the program will be offered through a nontraditional schedule, provide a brief explanation of the schedule, including its impact on financial aid eligibility.
- For existing courses that are a part of the major, submit a copy of the catalog description. For undergraduate programs, provide syllabi for all new courses in the major; for graduate programs, provide syllabi for all new courses. Syllabi should include a course description and identify course credit, objectives, topics, student outcomes, texts/resources, and the basis for determining grades.

### 3. Faculty

- a) Complete the faculty tables that describe <u>full-time faculty</u> (Table 2), <u>part-time faculty</u> (Table 3), and faculty to be hired (Table 4), as applicable. Faculty curricula vitae should be provided only by request.
- b) What is the institution's definition of "full-time" faculty?

Answer.

#### 4. Financial Resources and Instructional Facilities

a) Summarize the instructional facilities and equipment committed to ensure the success of the program.

Answer.

b) Complete the <u>new resources table</u> (**Table 5**).

### 5. Library Resources

a) Summarize the analysis of library resources for this program by the collection librarian and program faculty. Include an assessment of existing library resources and their accessibility to students.

Answer.

b) Describe the institution's response to identified needs and its plan for library development.

Answer.

### 6. Admissions

 a) List all program admission requirements (or note if identical to the institution's admission requirements).

Answer.

b) Describe the process for evaluating exceptions to those requirements.

Answer.

c) How will the institution encourage enrollment by persons from groups historically underrepresented in the discipline or occupation?

Answer.

## 7. Academic Support Services

Summarize the academic support services available to help students succeed in the program.

Answer.

### 8. External Review of Graduate Degree Programs

If the proposal is a graduate degree program below the doctoral level, submit a copy of an evaluation (Word) (PDF) of the program by a recognized expert in the field who has been approved in advance by the State Education Department. In addition, submit the institution's response to the evaluation and highlight how the proposal was modified in response to the reviewer's comments.

## 9. Credit for Experience

If this program will grant substantial credit for learning derived from experience, describe the methods of evaluating the learning and the maximum number of credits allowed.

Answer.

Items 10 through 12 are for general academic and professional licensure program proposals only.

### 10. Program Assessment and Improvement

Summarize the plan for periodic evaluation of the new program, including the use of data to inform program improvement.

Answer.

## 11. New/Emerging Field and Allied Health Areas (Undergraduate Degree Programs)

If the proposal for an undergraduate degree program falls into any of the following categories, submit a copy of an evaluation (Word) (PDF) of the program by a recognized expert in the field who has been approved in advance by the State Education Department. In addition, submit the institution's response to the evaluation and highlight how the proposal was modified in response to the reviewer's comments. Categories:

- The program's subject matter represents a new or emerging field.
- The program is in an <u>allied health area</u>, unless the institution can demonstrate that the program is accredited by an accrediting body for college-level programs in the field.

### 12. Transfer to Baccalaureate Programs

If the program will be **promoted as preparing students for transfer to a baccalaureate program**, provide a copy of an articulation agreement with at least one institution.

# Table 1a: Undergraduate Program Schedule

•	Indicate academic calendar type:	SemesterQu	uarterTrimester	T_Other (describe)	
•	Label each term in sequence, consiste	ent with the institu	ution's academic cale	endar (e.g., Fall 1, Spring 1, Fall 2)	
•	Use the table to show how a typical s	student may pro	ogress through the	program; copy/expand the table as needed.	

Term:			k cour	se clas	sification(s)	Term: Check course classification(s				ification(s)		
Course Number & Title	Cr	LAS			Prerequisite(s)	Course Number	· & Title	Cr	LAS			Prerequisite(s)
		Ť			- 1 (-/							-   (-)
Term credit total:							Term credit total:					
Term:		Chec	k cour	se clas	sification(s)	Term:			Chec	k cours		ification(s)
Course Number & Title	Cr	LAS	Maj	New	Prerequisite(s)	Course Number	· & Title	Cr	LAS	Maj	New	Prerequisite(s)
Term credit total:							Term credit total:					
Term:					sification(s)	Term:						ification(s)
Course Number & Title	Cr	LAS	Maj	New	Prerequisite(s)	Course Number	· & Title	Cr	LAS	Maj	New	Prerequisite(s)
Term credit total:						_	Term credit total:		<b>O</b> .			
Term:					sification(s)	Term:	0.74					ification(s)
Course Number & Title	Cr	LAS	Мај	New	Prerequisite(s)	Course Number	' & Title	Cr	LAS	Maj	New	Prerequisite(s)
		+		1							1	
	1	+		1				-	1		1	
Term credit total:							Term credit total:					
Program Totals: Cr	edits:			1 :1	peral Arts & Science		Major:		Flocti	ve & C	thor:	
Frogram rotals.	euits.	•		_ L.I.	Derai Arts & Science	;S.	iviajor.		Liecti	ve a c	tilei.	

Cr: credits LAS: <u>liberal arts & sciences</u> Maj: major requirement New: new course Prerequisite(s): list prerequisite(s) for the noted courses

# **Table 1b: Graduate Program Schedule**

ourse Number & Title				Term:					
	Credits	New	Prerequisite(s)	Course Number & Title	Credits	New	Prerequisite(s)		
Term credit	total:			Term credit	total:		•		
erm:		,		Term:					
ourse Number & Title	Credits	New	Prerequisite(s)	Course Number & Title	Credits	New	Prerequisite(s)		
Term credit	total:			Term credit	total:				
erm:				Term:					
ourse Number & Title	Credits	New	Prerequisite(s)	Course Number & Title	Credits	New	Prerequisite(s)		
Term credit	total:			Term credit	total:				
erm:				Term:					
ourse Number & Title	Credits	New	Prerequisite(s)	Course Number & Title	Credits	New	Prerequisite(s)		
Term credit	total:			Term credit	total:				
			11	ive, culminating element(s) (e.g., thesis or e		وناورياه			

**New**: indicate if new course **Prerequisite(s)**: list prerequisite(s) for the noted courses

# **Table 2: Full-Time Faculty**

Faculty teaching at the graduate level must have an earned doctorate/terminal degree or demonstrate special competence in the field. Provide information on faculty members who are **full-time at the institution** and who will be teaching each course in the major field or graduate program. The application addendum for professional licensure, teacher certification, or educational leadership certification programs may provide additional directions for those types of proposals.

Faculty Member Name and Title (include and identify Program Director)	Program Courses to be Taught	Percent Time to Program	Highest and Other Applicable Earned Degrees & Disciplines (include College/University)	Additional Qualifications: list related certifications/ licenses; occupational experience; scholarly contributions, etc.

# **Table 3: Part-Time Faculty**

Faculty teaching at the graduate level must have an earned doctorate/terminal degree or demonstrate special competence in the field. Provide information on part-time faculty members who will be teaching each course in the major field or graduate program. The application addendum for professional licensure, teacher certification, or educational leadership certification programs may provide additional directions for those types of proposals.

Faculty Member Name and Title	Program Courses to be Taught	Highest and Other Applicable Earned Degrees & Disciplines (include College/University)	Additional Qualifications: list related certifications/licenses; occupational experience; scholarly contributions, etc.

# **Table 4: Faculty to be Hired**

If faculty must be hired, specify the number and title of new positions to be established and minimum qualifications.

Title/Rank of Position	No. of New Positions	Minimum Qualifications (including degree and discipline area)	F/T or P/T	Percent Time to Program	Expected Course Assignments	Expected Hiring Date

# **Table 5: New Resources**

List **new** resources that will be engaged specifically as a result of the new program (e.g., a new faculty position or additional library resources). New resources for a given year should be carried over to the following year(s), with adjustments for inflation, if they represent a continuing cost.

New Expenditures	Year 1	Year 2	Year 3
Personnel			
Library			
Equipment			
Laboratories			
Supplies & Expenses (Other Than Personal Service)			
Capital Expenditures			
Other			
Total all	-	_	

### **Completing Your Application**

This completes the application for a general academic program. If the Department responds to an application with a request for more information, action on the application stops; the review will continue only after the requested information is received. Complete applications submitted in the interim may take priority.

Proposals for programs that prepare certified teachers, certified educational leaders, or licensed professionals may require supplemental information; for guidance, visit the Web sites indicated below or contact the appropriate Department office.

### General academic, teacher preparation, and educational leadership preparation programs:

New York State Education Department
Office of Higher Education
Office of College and University Evaluation
89 Washington Avenue
Albany, NY 12234
(518) 474-2593 Fax: (518) 486-2779
ocueinfo@mail.nysed.gov
www.highered.nysed.gov/ocue/

## Programs that prepare licensed professionals:

New York State Education Department
Office of the Professions
Professional Education Program Review
89 Washington Avenue
Albany, NY 12234
(518) 474-3817, extension 360 Fax: (518) 473-0114
opprogs@mail.nysed.gov
www.op.nysed.gov

Under certain circumstances, proposed programs may require amendment of the institution's master plan and/or charter or certificate of incorporation, in addition to program registration.

### **Master Plan Amendments**

Approval of a <u>master plan amendment</u> is required when the institution seeks initial authorization to award a degree; offers its first program at a new level of study; establishes a branch campus or inter-institutional program; or establishes at each degree level its first program in each of the 10 general disciplinary areas.

### **Charter Amendments and Similar Authorizations**

The Board of Regents incorporates independent, not-for-profit colleges and universities by issuing a charter, which defines the institution's legal authority and the location and scope of its programs of study and the degrees it may award. Charter amendments may be needed for such actions as initial authority to award degrees; new degree titles, including degrees at new levels; change of location or establishment of a branch campus; and operation beyond the specified limitations in the existing charter.

A proposal for registration from a proprietary college may require amendment of the college's <u>certificate of incorporation</u> on file with the Department of State. Such amendments require the <u>consent</u> of the Commissioner of Education.

More information about charter amendments and similar authorizations is available online.

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