



## Application to Add the Distance Education Format To a New or Registered Program<sup>1</sup>



This application should NOT be used to add the Distance Education Format to the following types of programs or proposals:

- Programs Preparing Teachers, Educational Leaders, and Other School Personnel

The application materials for those types of proposals can be found at:

<http://www.nysed.gov/college-university-evaluation/register-or-change-program>

Doctoral programs: please [contact](#) the Office of College and University Evaluation.

### Directions for submission of application:

1. For an application to add the distance education format to an **existing general academic (non-licensure) program**:

Create a **single** PDF document that includes the following completed forms:

- Application to Add the Distance Education Format
- CEO (or Designee) Approval Form

Attach the PDF document to an e-mail and send to:

[OCURevAdmin@nysed.gov](mailto:OCURevAdmin@nysed.gov)

When submitting to the mailbox, include the following elements in the subject line of the e-mail:

Institution Name, Distance Education Format, Degree Award, and Program Title

E.g., Subject: AAA College, Distance Education Format, Master of Science,  
English Literature

2. For an application to add the distance education format to a **proposed general academic (non-licensure) program**:

Complete the form and include it in the application PDF document.

3. For proposals to add distance education to a proposed or existing program in a [licensed profession](#) or a related field, complete this distance education form but submit it to the [Office of the Professions](#).

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<sup>1</sup> CUNY and SUNY institutions: contact System Administration for application submission process.  
March 2015, accessible 11/29/2018

**Task 1 Institution and Program Information: Complete this task for applications to add the distance education format to an existing program.**

<b>Institution Information</b>	
<p><b>Institution Name:</b></p> <p>Institution Code (6 digits):</p> <p><i>The name and code of the institution should reflect the information found on the <a href="#">Inventory of Registered Programs</a></i></p>	
Institution Address:	
City:	
State/Country:	
Zip:	
<a href="#">Regents Regions:</a>	
<p>Specify campus(s) of the institution where program is offered, if other than the main campus:</p> <p><i>The name and code of the location(s) should reflect the information found on the <a href="#">Inventory of Registered Programs</a></i></p>	
Specify any other additional campus(s) where the program is offered besides the ones selected above:	
If any courses will be offered off campus, indicate the location and number of courses and credits:	
If the program will be registered jointly with another institution, please provide the partner institution's name:	



**Program Information for Existing Programs: *Program information should reflect the information found on the [Inventory of Registered Programs](#)***

Program Code: (for <a href="#">registered programs</a> only)	
Program Title:	
Degree Award:	
<a href="#">HEGIS code</a> :	

<b>Contact Information</b>	
Name of contact person	
Title of contact person:	
Telephone	
Fax:	
Email:	

**Instructions**

Guidance for this task can be found by clicking here: [Review Process for Approval of Programs in the Distance Education Format](#)

**1. Anticipated enrollment in distance program**

Initial Enrollment:

Maximum by year 3:

**2. Program Information**

**a). Term length** (in weeks) for the distance program:

**b). Is this the same as term length for the classroom program?**  Yes  No

**c). How much “instructional time” is required per week per credit for a distance course in this program** (do not include time spent on activities that would be done outside “class time”, such as research, writing assignments, or chat rooms)

Answer:

**d). What proportion of the program will be offered in Distance Education format?**

Answer:

**e). What is the maximum number of students who will be enrolled in an online course section?**

Answer:

**Part A: Institution-wide Issues:** Submit this part for the **first** Distance Education program proposed by your institution. This will be kept in a master file, and will not need to be resubmitted for each new proposed online program, unless there are changes.

**I. Organizational Commitment**

**1.** Describe your institution’s planning process for Distance Education, including how the need for distance access was identified, the nature and size of the intended audiences, and the provisions for serving those audiences.

Answer:

**2.** Describe your institution’s resources for distance learning programs and its support services to ensure their effectiveness. What course management system does your institution use?

Answer:

**3.** Describe how faculty are trained and supported in developing and teaching online courses, including the pedagogical and communication strategies to function effectively. Describe the qualifications of those who train faculty, or are otherwise in charge of online education.

Answer:

4. If your institution uses courses or academic support services from **another provider**, describe the process used (with faculty participation) to evaluate their quality, academic rigor, and suitability for the award of college credit and a degree or certificate.

Answer:

5. Does your institution have a clear **policy on ownership of course materials** developed for its distance education courses? How is this policy shared with faculty and staff?

Answer:

## II. Learner Support

1. Describe how your institution provides distance students with **clear information** on:

- Program completion requirements, including which courses, if any, **must** be taken in an on-ground, face-to-face format
- The nature of the learning experience
- Any specific student background, knowledge, or technical skills needed
- Expectations of student participation and learning
- The nature of interaction in the courses.
- Any technical equipment or software required or recommended
- Scheduling of online and on-ground sections of the same course

Answer:

2. Describe how your institution provides distance learners with adequate **academic and administrative support**, including academic advisement, technical support, library and information services, and other student support services normally available on campus. Do program materials clearly define how students can access these support services?

Answer:

3. Describe how **administrative processes** such as admissions and registration are made available to distance students, and how program materials inform students how to access these services.

Answer:

4. What **orientation** opportunities and resources are available for students of distance learning?

Answer:

**Part B: Program-Specific Issues:** Submit this part for **each new request** to add Distance Education Format to a registered program.

## III. Learning Design

1. How does your institution ensure that the **same academic standards and requirements** are applied to the program on campus and through distance learning? If the curriculum in the Distance Education program differs from that of the on-ground program, please identify the differences.

Answer:

2. Are the courses that make up the distance learning program offered in a sequence or configuration that allows **timely completion of requirements**?

Answer:

3. How do faculty ensure that **the technological tools** used in the program are appropriate for the content and intended learning outcomes?

Answer:

4. How does the program provide for appropriate and flexible interaction between faculty and students, and among students?

Answer:

5. How do faculty teaching online courses verify that students are doing their own work?

Answer:

#### IV. Outcomes and Assessment

1. Distance learning programs are expected to produce the **same learning outcomes** as comparable classroom-based programs. How are these learning outcomes identified -- in terms of knowledge, skills, or credentials -- in course and program materials?

Answer:

2. Describe how the **means chosen for assessing student learning** in this program are appropriate to the content, learning design, technologies, and characteristics of the learners.

Answer:

#### V. Program Evaluation

1. What process is in place to monitor and **evaluate the effectiveness** of the distance learning program on a regular basis?

Answer:

2. How will the evaluation results will be used for **continuous program improvement**?

Answer:

3. How will the evaluation process assure that the **program results in learning outcomes appropriate to the rigor and breadth** of the college degree or certificate awarded?

Answer: