



**Application for the Registration of New Graduate and Undergraduate  
Curricula/Programs – Including Programs to be Offered in Distance Education  
Format**

**Important Information**

1. This application is for use by institutions of higher education that hold an absolute charter or permanent authority to award degrees seeking to register **general academic curricula**.
2. **Do not** use this application for the following program proposals:
  - Programs preparing teachers, educational leaders, or other school personnel
  - Programs preparing licensed professionals
  - Programs leading to doctoral level degrees
  - Programs leading to a credit-bearing Certificates or Advanced Certificates
  - Proposals for revisions to existing registered programs (including title changes, curricular changes, etc.)
3. Program registration is based upon standards in the Regulations of the Commissioner of Education (8 NYCRR Chapter II, Subchapter A). The Department registers individual curricula/programs rather than the institution as a whole, but the registration process includes, in some instances, an assessment of institutional-level compliance with some of the standards.
4. This application includes attestations/assurances, by the Chief Administrative or Academic Officer/Provost of the institution, on behalf of the institution, concerning the institution's compliance with statutory and regulatory requirements related to the standards for curricula/program registration and operation of higher education programs in New York State.
5. The Department will audit compliance and, if an institution is found to be out of compliance with one or more standard to which it attested compliance, that finding may lead to denial of: (1) re-registration of the program, pursuant to §52.1(l) of the Regulations of the Commissioner of Education and (2) the ability of the institution to utilize attestations in future applications for program registration; and in certain circumstances may warrant deregistration of the program.
6. Program proposals from SUNY and CUNY System institutions must be submitted to the Department by the System Administration. Contact the System Administration for information concerning relevant proposal submission requirements.
7. The Department reserves the right to request additional information and/or clarification of any information provided by the institution that may be necessary for the Department to make a registration decision concerning the proposed program.

## Submission Instructions

Applications for program registration will be accepted in **electronic format only** via the instructions below. Hard copy applications will not be accepted or reviewed by the Department and will not be retained.

1. Create a single PDF document that includes the following documents:
  - The completed Application for the Registration of New Graduate and Undergraduate Curricula/Programs, with all required signatures included;
  - Any request for a Master Plan Amendment and associated information and materials that may be required concerning this program proposal (see below); and
  - Any external review of the proposed program that is required (see below).
2. Attach the PDF document to an e-mail.
3. Send the e-mail (with attachment) to [OCUERevAdmin@nysed.gov](mailto:OCUERevAdmin@nysed.gov).
4. The subject line of the email should include the name of the institution, the degree award and the program title. For example:  
Subject: ABC College, Master of Science, English Literature.

## Master Plan Amendments

If this program proposal necessitates a Master Plan Amendment, additional information and materials related to that request will be required. Please refer to information on the Department's web site at: <http://www.nysed.gov/college-university-evaluation/proposals-requiring-master-plan-amendment> for information on Master Plan Amendments to determine if such an amendment is required for this program proposal and to access the Master Plan Amendment Supplement.

## External Review

Please refer to <http://www.nysed.gov/college-university-evaluation/external-reviews> for information about when an external review of a proposed program is required. If such a review is required, that material must be submitted with the program registration application.

## General Information

Institution (Legal Name)	Institution Code
Proposed Program Title	Degree Award
Address of Any Campus Where the Proposed Program Will Be Offered (main and/or branch campuses)	Full-time or Part-time <sup>1</sup>
All Program Format(s) (standard, distance education <sup>2</sup> , evening, weekend and/or other)	HEGIS Code
Joint Registration IHE (if applicable)	Total Number of Credits
Lead Contact [First Name, Last Name, Title]	Telephone Number
Email Address	

<sup>1</sup> Please refer to §52.2(c) and §145-2.1 of the Regulations of the Commissioner for definitions and information concerning full and part time study. Note: Only programs registered as full time are eligible for TAP. Programs are subject to audit by the NYS Office of the State Comptroller and the Higher Education Services Corporation (HESC) for financial aid compliance purposes.

<sup>2</sup> If a major portion of the program (50% or more) can be completed through study delivered by distance education then the program must be registered in the distance education format. Hybrid or blended courses do not count toward the 50%.

## Attestation and Assurances

On behalf of the institution, I hereby attest to the following:

That all educational activities offered as part of this proposed curriculum are aligned with the institutions' goals and objectives and meet all statutory and regulatory requirements, including but not limited to Parts 50, 52, 53 and 54 of the Rules of the Board of Regents and the following specific requirements:

That credit for study in the proposed program will be granted consistent with the requirements in §50.1(o).

That, consistent with §52.1(b)(3), a reviewing system has been devised to estimate the success of students and faculty in achieving the goals and objectives of the program, including the use of data to inform program improvements.<sup>3</sup>

That, consistent with §52.2(a), the institution possesses the financial resources necessary to accomplish its mission and the purposes of each registered program, provides classrooms and other necessary facilities and equipment as described in §52.2(a)(2) and (3), sufficient for the programs dependent on their use, and provides libraries and library resources and maintains collections sufficient to support the institution and each registered curriculum as provided in §52.2(a)(4), including for the program proposed in this application.

That, consistent with 52.2(b), the information provided in this application demonstrates that the institution is in compliance with the requirements of §52.2(b), relating to faculty.

That all curriculum and courses are offered and all credits are awarded, consistent with the requirements of §52.2(c).

That admissions decisions are made consistent with the requirements of §52.2(d)(1) and (2) of the Regulations of the Commissioner of Education.

That, consistent with §52.2(e) of the Regulations of the Commissioner of Education: overall educational policy and its implementation are the responsibility of the institution's faculty and academic officers, that the institution establishes, publishes and enforces explicit policies as required by §52.2(e)(3), that academic policies applicable to each course as required by §52.2(e)(4), including learning objectives and methods of assessing student achievement, are made explicit by the instructor at the beginning of each term; that the institution provides academic advice to students as required by §52.2(e)(5), that the institution maintains and provides student records as required by §52.2(e)(6).

That, consistent with §52.2(f)(2) of the Regulations of the Commissioner of Education, the institution provides adequate academic support services and that all educational activities offered as part of a registered curriculum meet the requirements established by state, the Rules of the Board of Regents and Part 52 of the Commissioner's regulations.

<b>CHIEF ADMINISTRATIVE or ACADEMIC OFFICER/ PROVOST</b>	
Signature	Date
Type or print the name and title of signatory	Phone Number

<sup>3</sup> The Department reserves the right to request this data at any time and to use such data as part of its evaluation of future program registration applications submitted by the institution.

## Program Purpose, Objectives and Targets

<b>Program Purpose</b>  <p><u>Department Expectation:</u> Clearly define a program purpose that is aligned to the degree award and program title.</p>				
<b>Program Objectives</b>  <p><u>Department Expectation:</u> Articulate between 1 and 3 program-level (curriculum-level) objectives that are clearly defined and directly aligned with the program purpose and proposed degree award.</p>				
1.				
2.				
3.				
<b>Program Targets –</b>  <p><u>Department Expectation:</u> Establish realistic enrollment, retention, graduation, and job placement targets for this program that are connected to the reviewing system by which the success of students and faculty in achieving such goals and objectives of the program are determined. <u>Note:</u> There are not specific Department defined targets required for the registration of curricula. The Department expects institutions to establish targets that reflect the espoused quality of the program, and to periodically and systematically review such targets are they related to program implementation.</p>				
<p><u>Enrollment Projections:</u> The Department assumes that Year 5 enrollment projections will be full-capacity relative to existing and new resources planned.</p>				
Year 1	Year 2	Year 3	Year 4	Year 5
Annual Retention Rate Target (%)	Target graduation rate (%)	Target Job Placement Rate (%)		

## Curriculum and Course Information

Please provide the following:

1. The applicable sample student program schedule table:
  - Table A: Undergraduate Program Schedule; or
  - Table B: Graduate Program Schedule

**When completing the program schedule table please refer to the requirements in §52.2(c) of the Regulations of the Commissioner concerning completion of Associate, Baccalaureate and Master's degree programs.**

2. Please list the course titles for all new courses included as part of the proposed program, and, either attach the course syllabi or, if such syllabi are not yet available, provide course descriptions and objectives in the chart below.

New Course Titles	Indicate that course syllabi are attached or, provide course descriptions and objectives (if course syllabi are not available)

**Table A: Undergraduate Program Schedule**

- Indicate academic calendar type:  Semester  Quarter  Trimester  Other (describe): \_\_\_\_\_
- Label each term in sequence, consistent with the institution's academic calendar (e.g., Fall 1, Spring 1, Fall 2)
- Use the table to show how a typical student may progress through the program; copy/expand the table as needed.

Term:		Credits per classification				Term:		Credits per classification					
Course Number & Title		Cr	LAS	Maj	New	Prerequisite(s)	Course Number & Title		Cr	LAS	Maj	New	Prerequisite(s)
<b>Term credit total:</b>							<b>Term credit total:</b>						
Term:		Credits per classification				Term:		Credits per classification					
Course Number & Title		Cr	LAS	Maj	New	Prerequisite(s)	Course Number & Title		Cr	LAS	Maj	New	Prerequisite(s)
<b>Term credit total:</b>							<b>Term credit total:</b>						
Term:		Credits per classification				Term:		Credits per classification					
Course Number & Title		Cr	LAS	Maj	New	Prerequisite(s)	Course Number & Title		Cr	LAS	Maj	New	Prerequisite(s)
<b>Term credit total:</b>							<b>Term credit total:</b>						
Term:		Credits per classification				Term:		Credits per classification					
Course Number & Title		Cr	LAS	Maj	New	Prerequisite(s)	Course Number & Title		Cr	LAS	Maj	New	Prerequisite(s)
<b>Term credit total:</b>							<b>Term credit total:</b>						
<b>Program Totals:</b>		Credits:		Liberal Arts & Sciences:			Major:		Elective & Other:				
Cr:= credits		LAS = <a href="#">Liberal Arts and Sciences</a>		Maj = major requirement			New = new course		Prerequisite(s) = list prerequisite(s) for the noted courses				

## Table B: Graduate Program Schedule

- Indicate academic calendar type:  Semester  Quarter  Trimester  Other (describe): \_\_\_\_\_
- Label each term in sequence, consistent with the institution's academic calendar (e.g., Fall 1, Spring 1, Fall 2)
- Use the table to show how a typical student may progress through the program; copy/expand the table as needed.

Term: Course Number & Title   Credits   New   Prerequisite(s)				Term: Course Number & Title   Credits   New   Prerequisite(s)			
Term credit total:				Term credit total:			
Term: Course Number & Title   Credits   New   Prerequisite(s)				Term: Course Number & Title   Credits   New   Prerequisite(s)			
Term credit total:				Term credit total:			
Term: Course Number & Title   Credits   New   Prerequisite(s)				Term: Course Number & Title   Credits   New   Prerequisite(s)			
Term credit total:				Term credit total:			
Term: Course Number & Title   Credits   New   Prerequisite(s)				Term: Course Number & Title   Credits   New   Prerequisite(s)			
Term credit total:				Term credit total:			
<b>Program Totals:</b>		<b>Credits:</b>		Identify any comprehensive, culminating element(s) (e.g., thesis or examination), including course number if applicable:			
New = indicate if new course		Prerequisite(s) = list prerequisite(s) for the noted course					

## Faculty Information

## Existing Core Faculty

**Department Expectations:** Identify the specific faculty members that will be responsible for setting the curricular objectives, teaching program courses, advising students, and determining the means by which program and course objectives are measured. **Identify the program director.**

*Core faculty members must meet minimum academic qualifications as identified in Part 52.2(b) of regulation, and be of sufficient depth and breadth to provide leadership, direction, and discharge other responsibilities critical to the start-up of the program.*

**Note:** Faculty curricula vitae or resumes should not be attached to this application and should only be provided if specifically requested by the Department.

**Faculty to be Hired**

Department Expectations: Identify the specific job title, courses to be taught, and qualifications for each position and the specific timeline by which the faculty member(s) will be hired. The job descriptions and minimum qualifications of faculty to be hired meet the meet minimum academic qualifications as identified in Part 52.2(b) of Commissioner's regulation. The date provided by which faculty to be hired will be in place must be clear and directly connected to when they are needed to discharge their responsibilities during program implementation. The Department reserves the right to request more information concerning recruitment and hiring of faculty if it is needed to make a determination concerning compliance with program registration standards.

Position Title, and Rank	Highest Earned Degree, Discipline, and additional qualifications	Courses to be taught	Date by which they will begin job duties