

**Guidelines for the presentation**

**of**

**Academic Matters**

**in the**

**Chancellor's University Report**

Office of Academic Affairs

Office of Program Review, Articulation and Transfer

Revised August 2014

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**Foreword**

This guide is intended to serve primarily those faculty and administrators who are responsible for preparing and reviewing campus submissions of Academic Matters to the Chancellor’s University Report (CUR). Any questions or suggestions concerning these guidelines should be directed to:

Dr. Ekaterina Sukhanova

University Director of Program Review, Transfer, and Articulation

Office of Academic Affairs

The City University of New York

205 East 42th Street, 9th floor

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[Ekaterina.Sukhanova@cuny.edu](mailto:Ekaterina.Sukhanova@cuny.edu)

These guidelines cannot answer every question about the substance and format of academic items being submitted to the Chancellor’s University Report. Colleges are invited to submit advance drafts of individual items to the Office of Academic Affairs to Dr. Ekaterina Sukhanova at the above address for a preliminary review prior to their inclusion in the Chancellor’s University Report.

**Introduction**

**The Chancellor’s University Report**

All academic curricula must be approved by the Board of Trustees. There are two channels for approval. New academic program proposals are approved via Board of Trustees, Committee on Academic Policy Program and Research (CAPPR). Other academic curricular matters, such as revisions in existing degree programs, the introduction of new courses, or revisions in existing courses, must be submitted through the **Chancellor’s University Report**, which is approved by vote of the Board of Trustees. In addition to academic matters, the Chancellor’s University Report also includes personnel and fiscal matters. Each campus prepares its own submission through Stellant for the Chancellor's University Report for Academic and Fiscal Matters and through CUNYfirst for Personnel Matters.

The Office of Academic Affairs (OAA) reviews all academic submissions to the Chancellor’s University Report for conformity with University policy and State Education Department (SED) regulations. If OAA finds any item to be inconsistent with University policy or SED regulations, the OAA may modify or withdraw that item pending further review or revision.

At the Board meeting itself, the Trustees may raise questions about any item in the Chancellor’s University Report. Occasionally, Trustees will ask that a specific item be removed pending further discussion or referred to the appropriate Board committee. Except where an item is deleted in that fashion, once the **Board approves** the Chancellor’s University Report, most items in the report become effective and may be implemented without further notice to the college. However, major revisions in academic programs also require **approval by the State Education Department** before they may be implemented. Program changes that require SED approval are listed in Part A. (Other program changes require notification of SED, but not approval.) As with new programs, The Executive Vice Chancellor for Academic Affairs and University Provost will forward program revisions to SED requesting registration of the changes the day following the Board meeting; copies of the Executive Vice Chancellor's letter will go to the President and Chief Academic Officer of the college. When it registers the change, SED will send notification to the President with a copy to The Executive Vice Chancellor and University Provost. SED registration constitutes final approval of a major program change.

**The Placement of Items**

**The Chancellor’s University Report**

PART A: ACADEMIC MATTERS

Section I: Special Actions

Section II: Changes in Generic Degree Requirements

Section III: Changes in Degree Programs

Section IV: New Courses

Section V: Changes in Existing Courses

Section VI: Courses Withdrawn

Section VII: Affiliation Agreements

**Item Numbering**

Each item number is comprised of three fields. First is a capital letter “A” which is followed by a Roman numeral which indicates the appropriate section of the report (see previous page). Following a period is an Arabic number which indicates a request for approval of a specific action appropriate to that section. A second Arabic number preceded by a period is only used when one is listing multiple items with the same action within the same academic department.

**College XYZ**

AIV.1.1

New English Course Description #1

AIV.1.2

New English Course Description #2

AIV.2

New History Course Description #1

AIV.3.1

New Accounting Course Description #1

AIV.3.2

New Accounting Course Description #2

**Part A. Program Changes Requiring Approval**

**by the State Education Department**

For all changes that need prior approval by the State Education Department (as described below), a completed SED **“Request to Change or Adapt a Registered Program”** is required, and should be submitted as part of the CUR submission. If technical difficulties prevent this, the forms should be sent to the Office of Program Review, Articulation and Transfer at the Central Office of Academic Affairs, before the college submits the Chancellor’s University Report (CUR) in which the item is mentioned.   
The form should be marked on top with the appropriate CUR month and item number. For all other changes, entry into the CUR in a side by side, “FROM/TO” format (see page # in this guide for an example) will suffice.   
If you are not sure how to proceed, please consult with:

Dr. Ekaterina Sukhanova

Director of Program Review, Articulation, and Transfer

646-664-8054/8029

[Ekaterina.Sukhanova@cuny.edu](mailto:Ekaterina.Sukhanova@cuny.edu)

This information and a printable version of the

**“Request to Change or Adapt a Registered Program”** can be found at <http://www.cuny.edu/academics/programs/resources/changeofprogram.html>

###### Change or Adapt a Registered Program

Use the [Request to Change or Adapt a Registered Program](#changeform)form to request program changes that require approval by the State Education Department (see chart).[[1]](#footnote-1) For **programs that are registered jointly** with another institution, all participating institutions must confirm support for the changes.

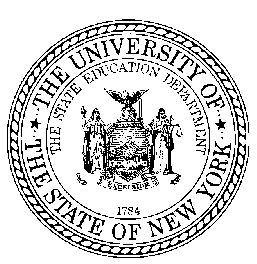
***Exceptions***:

* To change a registered professional licensure program or add a license qualification to an existing program, contact the [Office of the Professions](http://www.op.nysed.gov/contact.htm) for guidance.
* To change a registered teacher certification or educational leadership certification program or add a certificate qualification to an existing program, use the education program change form.

| **Changes and Adaptations Requiring State Education Department Approval** |
| --- |
| **Changes in Program Content** (all programs)   1. *Any* of the following substantive changes:  * Cumulative change from the Department’s last approval of the registered program of one-third or more of the minimum credits required for the award (e.g., 20 credits in an associate degree program) * Changes in the program’s focus or design (e.g., eliminating management courses in a business administration program), including a change in the program’s major disciplinary area * Adding or eliminating an option or concentration * Eliminating a requirement for completion, including an internship, clinical, cooperative education, or other work-based experience * Altering the liberal arts and science content in a way that changes the degree classification, as defined in Section 3.47(c)(1-4) of [Regents Rules](http://www.highered.nysed.gov/ocue/rules.htm) |
| **Other Changes** (all programs)   1. Program title 2. Program award (e.g., change in degree) 3. Mode of delivery (**Note**: if the change involves adding a **distance education format** to a registered program, please complete the [distance education application](http://www.highered.nysed.gov/ocue/ded/reviseddepplication.doc).) **included in Part C of this Handbook)** 4. Discontinuing a program 5. A format change that alters the program's financial aid eligibility (e.g., from full-time to part-time, or to an abbreviated or accelerated semester) 6. A change in the total number of credits of any certificate or advanced certificate program |
| **Establishing New Programs Based on Existing Registered Programs**   1. Creating a dual-degree program from existing registered programs 2. Creating a new program from a concentration/track in an existing registered program |

PLEASE NOTE:

Establishing an existing program at a new location requires new registration of the program. If the requested action changes the program’s major disciplinary area, master plan amendmentmay be needed if the revised program represents the institution’s first program in that major subject area, at that degree level. If a requested **degree title** is not authorized for an institution chartered by the Board of Regents, charter amendment will be needed.

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

<http://www.highered.nysed.gov/ocue/>

|  |  |
| --- | --- |
| Request to Change or Adapt a Registered Program | |
| **Item** | **Response** *(type in the requested information)* |
| **Institution name and address** | *Additional information*:   * Specify campus where program is offered, if other than the main campus: |
| **Identify the program you wish to change** | Program title:  [Award](http://www.highered.nysed.gov/ocue/chapter_i_of_title_8_of_the_offi.htm) (e.g., B.A., M.S.):  Credits:  HEGIS code:  [Program code](http://www.nysed.gov/heds/IRPSL1.html): |
| **Contact person for this proposal** | Name and title:    Telephone: Fax: E-mail: |
| **CEO** (or designee) **approval**  *Signature affirms the institution’s commitment to support the program as revised.* | Name and title: **NOT REQUIRED**  Signature and date: **NOT REQUIRED** |
| If the program will be registered jointly[[2]](#footnote-2) with another institution, provide the following information: |
| Partner institution’s name:  Name and title of partner institution’s CEO: **(Required only if external to CUNY)**  Signature of partner institution’s CEO**: (Required only if external to CUNY)** |

* For **programs that are registered jointly** with another institution, all participating institutions must confirm their support of the changes.
* To change a registered professional licensure program or add a license qualification to an existing program, contact the [Office of the Professions](http://www.op.nysed.gov/contact.htm) for guidance.
* To change a registered teacher certification or educational leadership certification program or add a certificate qualification to an existing program, use the education program change form.
  + - If the change involves **establishing an existing registered program at a new location**, complete a new registration application for the proposed program.

|  |
| --- |
| **Check all changes that apply and provide the requested information.** |
| Changes in Program Content *(Describe and explain all proposed changes; provide a side-by-side comparison of the existing and newly modified programs.)* |
| [ ] Cumulative change from the Department’s last approval of the registered program that impacts one- third or more of the minimum credits required for the award (e.g., 20 credits in an associate degree program)  [ ] Changes in a program’s focus or design  [ ] Adding or eliminating an option or concentration  [ ] Eliminating a requirement for program completion  [ ] Altering the liberal arts and science content in a way that changes the degree classification, as defined in Section 3.47(c)(1-4) of [Regents Rules](http://www.highered.nysed.gov/ocue/rules.htm)  **If new courses are being added as part of the noted change(s)**, provide a syllabus for each new course and list the name, qualifications, and relevant experience of faculty teaching the course(s). Syllabi should include a course description and identify course credit, objectives, topics, student outcomes, texts/resources, and the basis for determining grades. |
| Other Changes *(describe and explain all proposed changes)* |
| [ ] **Program title** |
| [ ] **Program award** |
| [ ] **Mode of** **Delivery** (**Note**: if the change involves adding a **distance education format** to a registered program, please complete the [distance education application](http://www.highered.nysed.gov/ocue/ded/reviseddepplication.doc).) |
| [ ] **Discontinuing a program**: indicate the date by which the program will be discontinued.[[3]](#footnote-3) |
| [ ] **Format change** (e.g., from full-time to part-time, or to an abbreviated or accelerated semester)   1. Indicate proposed format: 2. Describe availability of courses and any change in faculty, resources, or support services: 3. Use the Sample Program Schedule to show the sequencing and scheduling of courses in the program. |

|  |
| --- |
| Establishing New Programs Based on Existing Registered Programs |
| [ ] **Creating a dual-degree program** from existing registered programs   1. Complete the following table to identify the existing programs:  |  |  |  |  | | --- | --- | --- | --- | |  | **Program Title** | **Degree Award** | **Program Code** | | Program 1 |  |  |  | | Program 2 |  |  |  |  1. Proposed dual-degree program (title and award):[[4]](#footnote-4) 2. Courses that will be counted toward both awards: 3. Length of time for candidates to complete the proposed program: 4. Use the Sample Program Schedule to show the sequencing and scheduling of courses in the dual-degree program. |
| [ ] **Creating a new program from a** **concentration/track in an existing program**.  If the new program is based ***entirely*** on existing courses in a registered program, provide the current program name, program code, and the following information:  **Note**: this abbreviated option applies only if a master plan amendment is NOT required ***and*** there are no new courses or changes to program admissions and evaluation elements. If these conditions are not met, submit a new registration application for the proposed program.     1. Information from the Application for Registration of a New Program form: cover page (page 1), Sample Program Schedule form, and faculty information charts (full-time faculty, part-time faculty, and faculty to be hired) 2. Brief description of the proposed program and rationale for converting the existing coursework to a separately registered program: 3. Expected impact on existing program: 4. Adjustments the institution will make to its current resource allocations to support the program: 5. Statement confirming that the admission standards and process and evaluation methods are the same as those in the existing registered program: |

**Note**: if the change involves **establishing an existing registered program at a new location**, complete a new registration application for the proposed program.

**September 2009**

**Part B. Models of Academic Items**

XYZ COLLLEGE – CHANCELLOR’S UNIVERSITY REPORT – June 10, 2010, Page A1

**PART A: ACADEMIC MATTERS**

**Section AI: Special Actions**

**Special Actions Include but are not limited to:**

1. Changes in the name of a School or Academic Department
2. Discontinuing degree or certificate programs
3. Approval of a certificate or Advanced certificate program
4. Establishing a Dual-degree program (B.A./M.A., B.S./M.S.)

**Example of department change**

**Part A: Academic Matters, Section AI: Special Actions**

**AI.1.1 Change in the name of the Department of Journalism.**

**RESOLVED**, that the Department of Journalism at XYZ College be renamed the Department of Media Studies, effective September 1, 2010.

**EXPLANATION:** The Department of Journalism wishes to change its name to Media Studies to reflect the broadening of its offerings to include electronic media as well as traditional print media. The action is a name change only and does not affect the tenure or seniority status of any faculty member in the Department.

**NOTE: If the name change includes the name of an individual or organization being honored, a separate resolution must be presented the meeting of the Board Committee on Faculty, Staff and Administration. Contact the Office of Human Resources Management at the Central Office for details.**

**Example of a program name change**

**AIII:10.2b. BBA in Finance and Investment**

**(HEGIS Code: 050500; Program Code: 01918)**

**Change in Name of Program**

|  |  |
| --- | --- |
| FROM~~: BBA in Finance and Investments~~ | To: BBA in Finance |

Rationale: This name change is desired because everyone -- faculty, students, academic counselors, and administrators - refers to the "finance major" rather than the "finance and investments" major. The change of name will simply bring the formal name into conformance with universal current usage. No changes are being proposed to the requirements of the major itself.

**Example of a deregistration of a program**

**Part A: Academic Matters, Section AI: Special Actions**

**AI.1.2 Discontinuation of the B.A. in Communications program**

**RESOLVED**, that the program in Communications leading to the B.A. degree at XYZ College (HEGIS number 0601, State program code 12345) be deregistered, effective September 1, 2010.

**EXPLANATION:** The B.A. in Communication programs has been losing enrollment for several years as faculty have retired and not been replaced, and the College’s priorities have shifted. Admissions to the program were suspended with the fall semester, 2009. At its meeting of November 3, 2008, the Faculty Senate voted to suspend all further admissions to the program and to discontinue the program when currently enrolled students complete their degrees. All currently enrolled students are expected to complete their degrees by the end of the spring semester, 2011.

**Example of a deregistration for multiple programs**

**AI.1.2 Program Closings**

**RESOLVED** , that the following programs at XYZ College be de-registered, effective on the dates shown for each program:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Program Title** | **Degree** | **HEGIS** | **State Program Code** | **Effective Date** |
| Communications | B.A. | 0601 | 12345 | Sep. 1, 2010 |
| Spanish “7-12” | B.A. | 1105 | 23456 | Sep. 1, 2010 |
| Sociology | M.A. | 2208 | 34567 | Sep. 1, 2010 |

**EXPLANATION:** [insert explanation and rationale]

**FORMAT FOR SUBMITTING REQUEST FOR**

**APPROVAL OF A NEW CERTIFICATE PROGRAM**

**\*APPROVAL OF A NEW CERTIFICATE OR ADVANCED CERTIFICATE PROGRAM**

**RESOLVED,** that the proposed program in [program title] leading to the [IDENTIFY CERTIFICATE] to be offered at [name of college] College be approved, effective January 1, 2010, subject to financial ability.

**EXPLANATION:** [insert explanation and rationale] Add final sentence:   
“A copy of the full proposal is on file in the CUNY Office of Academic Affairs.”

\*Additional documentation is always required for these matters. Colleges must consult with the Director of Program Review and Articulation and Transfer **before** the submission of a resolution into the CUR. Please include the attached form in Part C entitled **“Application for Registration of a New Certificate or Advanced Certificate Program”.** It is strongly advised to submit the necessary forms as part of the Chancellor’s Report item. In case this is not feasible, and additional materials need to be submitted in paper copy, please add the following statement **“A copy of the full proposal is on file with OAA.”** Also two copies of the documentation, a memo referencing the CUR month and item number must be submitted.

**Example of a Certificate program**

**Part A: Academic Matters, Section AI: Special Actions**

**SECTION: AI.1.3**

**A.I.1: Certificate Program in Public Policy**

**RESOLVED**, that the undergraduate certificate program in Public Policy to be offered at [XYZ] College be approved, effective September 1, 2010.

**EXPLANATION**: The proposed certificate program consists of 27 credits, of which 18 credits are required and 9 additional credits must be chosen in a specialty area to complete the certificate. Students must also declare and complete the degree requirements of one of the registered degree programs offered by [XYZ] College, for example: Anthropology, History, Political Science, Urban Affairs and Planning, etc.

Undergraduate public policy programs have emerged in response to demands from students for areas of study that are more socially relevant. Understanding what government does and how it affects the lives of people is an essential part of a good education in a free society. It not only trains young people for work in a wide range of fields, it prepares them to be educated and responsible citizens in our democracy. The certificate is open only to students currently enrolled in an undergraduate degree program and will be issued together with the degree. These courses are applicable to programs in either Political Science (IRP: 02520) or History (IRP: 02501).

A full proposal is on file in the Office of Academic Affairs

**FORMAT FOR the approval of a Dual-Degree Program**

**Part A: Academic Matters, Section AI: Special Actions**

**SECTION: AI.1.4.**

**\*Approval of Dual Degree Program in**

**(Program Title) [BS/MS; BA/MA; BA/MS; etc.)**

RESOLVED, that the College’s existing programs **[list undergraduate program title and SED program Code and degree award]** and **[list graduate program title and SED program Code and degree award]** be combined to establish an accelerated program leading to a **[list combined degree award BA/MA and program title etc.],** effective January 1, 2010, subject to financial ability.

EXPLANATION: **[insert explanation and rationale]** Add final sentence: **“A copy of the full proposal is on file in the CUNY Office of Academic Affairs.”**

Supplementary to putting this change in the Chancellor’s University Report, the following table below must also be completed and submitted to OAA.

This table can be found on page 9 of this handbook, in the flash drive included in this packet or at our web link: <http://www.cuny.edu/academics/programs/resources/changeofprogram.html>

**\*Please include the table below and the Program schedule (Table 1a or 1b) on page 15-16.**

**🗷Creating a dual-degree program** from existing registered programs,approval from the Central Office of Academic Affairs is required prior to submitting a new academic program through the Chancellor’s Report.

|  |
| --- |
| Establishing New Programs Based on Existing Registered Programs |
| [ ] **Creating a dual-degree program** from existing registered programs   1. Complete the following table to identify the existing programs:  |  |  |  |  | | --- | --- | --- | --- | |  | **Program Title** | **Degree Award** | **Program Code** | | Program 1 |  |  |  | | Program 2 |  |  |  |  1. Proposed dual-degree program (title and award):[[5]](#footnote-5) 2. Courses that will be counted toward both awards: 3. Length of time for candidates to complete the proposed program: 4. Use the Sample Program Schedule to show the sequencing and scheduling of courses in the dual-degree program. |

**In addition to the table, and submitting the program through the CUR, the program schedule should also be included.**

**Table 1a:**  **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:** | | | Check course classification(s) | | | | |  | **Term:** | | | | Check course classification(s) | | | |
| **Course Number & Title** | | Cr | LAS | Maj | New | | Prerequisite(s) | **Course Number & Title** | | Cr | | LAS | Maj | New | Prerequisite(s) |
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| Term credit total: | |  |  |  |  | | | Term credit total: | |  | |  |  |  | |
| **Term:** | | | Check course classification(s) | | | | | **Term:** | | | | Check course classification(s) | | | |
| **Course Number & Title** | | Cr | LAS | Maj | New | | Prerequisite(s) | **Course Number & Title** | | Cr | | LAS | Maj | New | Prerequisite(s) |
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| Term credit total: | |  |  |  |  | | | Term credit total: | |  | |  |  |  | |
| **Term:** | | | Check course classification(s) | | | | | **Term:** | | | | Check course classification(s) | | | |
| **Course Number & Title** | | Cr | LAS | Maj | New | | Prerequisite(s) | **Course Number & Title** | | Cr | | LAS | Maj | New | Prerequisite(s) |
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| Term credit total: | |  |  |  |  | | | Term credit total: | |  | |  |  |  | |
| **Term:** | | | Check course classification(s) | | | | | **Term:** | | | | Check course classification(s) | | | |
| **Course Number & Title** | | Cr | LAS | Maj | New | | Prerequisite(s) | **Course Number & Title** | | Cr | | LAS | Maj | New | Prerequisite(s) |
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| Term credit total: | |  |  |  |  | | | Term credit total: | |  | |  |  |  | |
|  | | | | | | | | | | | | | | | | |
| **Program Totals:** | **Credits:** | | | | | **Liberal Arts & Sciences:** | | | | **Major:** | | **Elective & Other:** | | | | |
| **Cr**: credits **LAS**: [liberal arts & sciences](http://www.highered.nysed.gov/ocue/lrp/liberalarts.htm) **Maj**: major requirement **New**: new course **Prerequisite(s)**: list prerequisite(s) for the noted courses | | | | | | | | | | | | | | | | |

**Table 1b:**  **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:** | | | | |  | **Term:** | | | |
| **Course Number & Title** | | Credits | New | Prerequisite(s) | **Course Number & Title** | Credits | New | Prerequisite(s) |
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| Term credit total: | |  |  | | Term credit total: |  |  | |
| **Term:** | | | | | **Term:** | | | |
| **Course Number & Title** | | Credits | New | Prerequisite(s) | **Course Number & Title** | Credits | New | Prerequisite(s) |
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|  | |  |  |  |  |  |  |  |
| Term credit total: | |  |  | | Term credit total: |  |  | |
| **Term:** | | | | | **Term:** | | | |
| **Course Number & Title** | | Credits | New | Prerequisite(s) | **Course Number & Title** | Credits | New | Prerequisite(s) |
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|  | |  |  |  |  |  |  |  |
| Term credit total: | |  |  | | Term credit total: |  |  | |
| **Term:** | | | | | **Term:** | | | |
| **Course Number & Title** | | Credits | New | Prerequisite(s) | **Course Number & Title** | Credits | New | Prerequisite(s) |
|  | |  |  |  |  |  |  |  |
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|  | |  |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |  |
| Term credit total: | |  |  | | Term credit total: |  |  | |
| **Program Totals:** | **Credits:** | | | 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 courses | | | | | | | | | |

Example of a Dual Degree program

Section AI: Special Actions

AI:10.1 Approval of a Dual Degree Program [BA in Economics/MPA]

RESOLVED, that a dual degree award, established as a stand-alone program, leading to the B.A. in Economics/M.P.A be created from the College’s existing programs, the B.A in Economics (SED program code 00000) and the M.P.A. (SED program code 00000 effective September 1, 2010, subject to financial ability. The BA in Economics (SED program code 00000) and M.P.A. (SED program code 00000) will also be retained as self-standing programs.

**Program Description:** The Five-Year Economics BA/MPA offers qualified students the opportunity to earn both a Bachelor of Arts degree and a Master of Public Administration degree which may be completed in as little as five years. The curriculum is composed of the common core for the BA degree, the economics BA curriculum, and 36 credits of graduate coursework in the MPA program for a total of 144 credits. Candidates must apply to the program no later than the first semester of their senior year, and may apply as early as the start of their junior year. The accelerated pace is made possible by offering qualified students the opportunity to take four graduate courses (12 credits) in the School of Public Affairs during their final year of undergraduate work (these credits do not form part of the under­graduate major but rather function as elective credits towards the BA degree). Students qualify by main­taining an overall GPA of 2.8 as well as a GPA of 3.0 in the economics major through the first three years of study and by completing all of the necessary prerequisites for those courses, which will ensure that they are prepared for graduate level work.

Example of a Dual Degree program

|  |  |  |
| --- | --- | --- |
| **Requirements for the Five-Year Economics BA/MPA Program** | | |
| **BA in Economics** | | |
| **Prerequisites for BA Economics** | | |
| **Course** | **Description** | **Credits** |
| ECO 1001 | Microeconomics | 3 |
| ECO 1002 | Macroeconomics | 3 |
| STA 2100  OR  STA 2000 | Statistics for Social Sciences  Business Statistics I | 3 |
| MTH 2003 | (Pre-calculus) OR a calculus course | 3-4 |
| Subtotal of Prerequisites | | 12-13 |
| **Required courses for BA Economics** | | |
| ECO 3100  OR  PAF 9130 | Intermediate Microeconomics  Economic Analysis and Public Policy | 3 |
| ECO 3200 | Intermediate Macroeconomics | 3 |
| ECO 4000 | Statistical Analysis for Economics and Finance | 3 |
| Subtotal of Required courses | | 9 |
| Electives for BA Economics (Choose five courses from the following; at least two must be 4000-level economics courses) | | |
| BLS/HSP 3015 | Black Economic Development: 1860 to the Present | 3 |
| BLS/HSP 3016 | Urban Economic Structure | 3 |
| ECO 3110 | Industrial Organization and Public Policy | 3 |
| ECO 3220 | Money, Banking, and Monetary System | 3 |
| ECO 3250 | International Economics and Finance | 3 |
| ECO 3310  OR  PAF 3103  OR  PAF 9133 | Principles of Public Finance  Public Finance/Managing Public Resources  Economics of the Public Sector and Public Finance | 3  3  3 |
| ECO 3400 | Evolution of Economic Thought | 3 |
| ECO 3501 | Economics of Labor | 3 |
| ECO 4100 | Advanced Microeconomics | 3 |
| ECO 4200 | Advanced Macroeconomics | 3 |
| ECO 4201 | Monetary Economics | 3 |
| ECO 4300 | Mathematical Economics | 3 |
| ECO 4501 | Advanced Labor Economics | 3 |
| HIS 3410 | History of American Business Enterprise | 3 |
| PHI 3050 | Ethics, Economics, and the Business System | 3 |
| POL 3103 | Political Economy | 3 |
| POL 3315 | Government and the American Economy | 3 |
| PAF 9145 | Social Welfare Policy | 3 |
| PAF 9766 | Health Care Costs and Financing | 3 |
| Subtotal of Electives | | 15 |
| Total for BA in Economics | | 36-37 |
| Master of Public Administration | | |
| 4 Courses taken in 4th year | | |
| PAF 9100 | Introduction to Public Affairs | 3 |
| PAF 9103 | Communication in Public Settings | 3 |
| PAF 9120 | Public and Nonprofit Management I | 3 |
| PAF 9172 | Research and Analysis II | 3 |
| Subtotal of 4th year courses | | 12 |
| **3 Required courses in 5th year** | | |
| PAF 9140 | Budgeting, Accounting, and Financial Analysis | 3 |
| PAF 9190 | Capstone Seminar | 3 |
| PAF 9195 | Internship in Public Affairs | 3 |
| Subtotal of Required 5th year courses | | 9 |
| **5 Electives in 5th year** | | |
|  | Choose from any PAF course in 9100, 9600, or 9700 series, excluding those taken toward the economics major (if applicable). |  |
| Subtotal of 5th year Electives | | 15 |
| Total for MPA | | 36 |

Example of a Dual Degree program

Table 1 Program Schedule

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Year 1** | | **Fall Semester** | **Credits** | **Year 1** | **Spring Semester** | **Credits** |
| ENG 2100 | | Writing I | 3 | ENG 2150 | Writing II | 3 |
| MTH | | Precalculus (2003)  *or*  Calculus (2207 or 2610) | 3-4 | ECO 1001 | Microeconomics | 3 |
| COM 1010 | | Speech Communication | 3 | POL 1101 | American Government (Social Sciences #1) | 3 |
| ART 1011 | | Art History Survey I (Humanities #1) | 3 | SOC 1005 | Introduction to Sociology (Social Sciences #2) | 3 |
| HIS 1000 | | Themes in American History (Humanities #2) | 3 | PHI 1500 | Major Issues in Philosophy (Humanities #3) | 3 |
| FRO 1000 | | Freshman Seminar | 0 |  |  |  |
|  | | Total semester credits | 15-16 |  | Total semester credits | 15 |
| **Year 2** | | **Fall Semester** | **Credits** | **Year 2** | **Spring Semester** | **Credits** |
| ECO 1002 | | Macroeconomics | 3 | ECO 3100 | Intermediate Microeconomics (Major # 1) | 3 |
| BIO 1003 | | Survey of the Living World (Natural Sciences I) | 4 | ECO 4000 | Statistical Analysis for Economics and Finance (Major # 2) | 3 |
| ENG 2800 | | Great Works of Literature (Humanities #4) | 3 | PSY 1001 | Psychology | 4 |
| STA 2100 | | Statistics for Social Science | 3 |  | Free Elective | 2-3 |
|  | | Foreign Language I | 3 |  | Foreign Language II | 3 |
|  | | Total semester credits | 16 |  | Total semester credits | 15-16 |
| **Year 3** | | **Fall Semester** | **Credits** | **Year 3** | **Spring Semester** | **Credits** |
| ECO 3200 | | Intermediate Macroeconomics (Major # 3) | 3 |  | (Major # 5) | 3 |
|  | | (Major # 4) | 3 |  | (Major # 6) | 3 |
|  | | (Major # 5) | 3 |  | (Major # 7) | 3 |
|  | | Tier III Minor # 1 | 3 |  | Tier III Minor # 2 | 3 |
| CHM 1000 | | Chemistry and the Environment (Natural Sciences II) | 4 |  | Free Elective | 3 |
|  | | Total semester credits | 16 |  | Total Semester Credits | 15 |
| **Year 4** | | **Fall Semester** | **Credits** | **Year 4** | **Spring Semester** | **Credits** |
|  | | (Major # 8) | 3 | PAF 9120 | Public and Nonprofit Management I | 3 |
| PAF 9000 | | Introduction to Public Affairs | 3 | PAF 9172 | Research and Analysis II | 3 |
| PAF 9103 | | Communication in Public Settings | 3 |  | Cultural Studies | 3 |
|  | | Tier III Minor # 3 | 3 |  | Free Elective | 3 |
|  | | Free Elective | 3 |  |  |  |
|  | | Total semester credits | 15 |  | Total Semester Credits | 12 |
| **Total credits for BA degree: 120** | | | |  | | |
| **Year 5** | **Fall Semester** | | **Credits** | **Year 5** | **Spring Semester** | **Credits** |
| PAF 9140 | Budgeting, Accounting, and Financial Analysis | | 3 | PAF 9xxx | Elective | 3 |
| PAF 9195 | Internship in Public Affairs | | 3 | PAF 9xxx | Elective | 3 |
| PAF 9xxx | Elective | | 3 | PAF 9xxx | Elective | 3 |
| PAF 9xxx | Elective | | 3 | PAF 9190 | Capstone Seminar | 3 |
|  | Total semester credits | | 12 |  | Total Semester Credits | 12 |
| **Total credits for the dual degree program: 144** | | | |  | | |

Example of a Dual Degree program

**Rationale:** Economics is the third largest major in the college, with well over one hundred students working toward a BA degree in the subject at any given time, although the size of the group who meet the GPA requirements for this program is relatively modest—about 20. Our research has revealed not only that some of these students are among the highest achievers in the college, as measured by their overall GPAs, but also that members of this group have an interest in combining the study of economics with the study of social issues.

During a May 2009 focus group, a number of students expressed enthusiasm for the idea of a five-year BA/MPA program and indicated that if it had been in existence when they were beginning their study of economics, they would have taken advantage of it. This information suggests that a steady source of qualified students exists ready-made, so to speak; we anticipate that approximately 3-5 students per year will enter the program. Thus, while we do not expect this program to draw a large number of students, we feel that it will provide a welcome opportunity for a select few who have both the interest and the ability to take advantage of it. Completion of the proposed program will certify said students as qualified to pursue a variety of career opportunities in the public sector and the world of non-profit organi­zations.

Because it is a coordination of two existing programs, the Five-Year economics BA/MPA program has no additional costs attached to it. Every student who enrolls in the program and thus chooses to stay on and complete an extra year of coursework at the college (rather than leave to pursue graduate work or employment opportunities elsewhere) represents a financial gain for the institution.

All academic programs at the College are assessed on a regular basis according to the guidelines established by the Middle States Commission for Higher Education. Accordingly, both the BA Economics major and the MPA program submit regular assessment reports. Students in the Five-Year Economics BA/MPA program will form a cohort within the MPA program proper, and it will be possible to assess the learning of this cohort both in its own right and in relation to other MPA students.

The recommendations of the Committee on Undergraduate Curriculum were approved at the Faculty Meeting on January 17, 2010 effective the Spring 2010 semester, pending approval of the Board of Trustees.

**Example of the Creation of a Center**

**RESOLVED**: That the Board of Trustees at the City University of New York approves the creation of a Center for Community and Ethnic Media, to be housed at the CUNY College XXX, effective Oct. 1, 20XX. This Center will be financed by over $1.6 million in grants from various foundations.

**EXPLANATION**: The Center for Community and Ethnic Media will serve as a hub of research, training and professional support for community and ethnic media outlets in the New York City metropolitan region. There are over 350 community and ethnic publications and broadcast outlets in New York City alone. Ethnic media outlets provide a cultural, political and educational lifeline to the 36 percent of the city’s population that is foreign-born. A copy of the full proposal for the center has been provided to the central Office of Academic Affairs.

**Example of the change in General Education Requirements**

**Section AII: Changes in Generic Degree Requirements**

**Changes in College-wide Degree Requirements include:**

* **Changes in general education requirements**

**AII.1 College-wide Requirements**

All students must satisfy the following general education requirements:

1. The basic skills requirements in mathematics, reading, English composition, and speech as stated in this Bulletin under the heading “Basic skills requirements.”

2. The Core Studies courses and the foreign language requirement of the core curriculum as stated in this Bulletin under the heading “Core curriculum.”

3. [The writing-across-the-curriculum requirement as stated in this Bulletin under the heading “Writing across-the-curriculum requirement.”] All students must satisfy the College Writing Intensive requirement by (1) completing a writing-intensive course (designated with a W after the number) or (2) completing a writing-intensive major (currently English, Music, Philosophy, and Political Science). Students should be aware that most programs require one or more W courses within their major or a related discipline. See “Transfer Students” for waiver regulations.

4. Starting September 1, 2003, all enrolled students, regardless of when they entered CUNY, are subject to the CUNY Proficiency Examination (CPE) requirement. Students who transfer with 45 credits or more must take the examination in their first semester.

Rationale: The college-wide requirement formerly referred to as “writing-across-the-curriculum” is now designated as a “writing intensive” requirement with the revised stipulations as indicated in this item.

**Example of the change in General Education Requirements**

**Section AIII: Changes in Degree Programs**

**Changes in Degree Programs include:**

* **Changes in the admissions, course, or graduation requirements**
* **Addition or deletion of an option, track, or concentration. (**Options are used in associates’ degrees, concentrations in bachelors’ degree, and tracks in graduate degree programs.)
* **Cumulative change from the department’s last approval of the registered program that impacts one-third or more of the minimum credits required for the award (e.g. 20 credits in an associate degree)**
* **Changes in a program’s focus or design**
* **Altering the liberal arts and science content in a way that changes the degree classification.**
* **Change in program title**
* **Change in program award**
* **Program Delivery Format change. With format changes please indicate the proposed format (e.g. evening, weekend). Describe the availability of course and any change in faculty, resources, or support services. Also use the program schedule to show the sequencing and scheduling of the courses in the program.**

**Please indicate the type of change, the program title and IRP code, and all other relevant information**

**so that we may speed up the process!**

**Example of program change**

**AIII.1** **The following revisions are proposed for the A.A.S. in Computer Technology**

**Program:** A.A.S. in Computer Technology

**Program Code:** 12345

**Effective:** Fall 2010

|  |  |
| --- | --- |
| **FROM** | **TO** |
| |  |  |  | | --- | --- | --- | | **Course** | **Description** | **Credits** | | |  |  |  | | --- | --- | --- | | **Course** | **Description** | **Credits** | |
| **Requirements for the Concentration**   |  |  |  |  | | --- | --- | --- | --- | | ET-110 | Electric Circuit Analysis I | | 4 | | ET-140 | Sinusoidal and Transient Circuit Analysis | | [8] | | ET-210 | [220] Electronics I, [II] | | 4 | | ET-350 | Computer Control Systems | | 4 | | ET-420 | Computer Project Laboratory | | 1 | | ET-501 | Computer Applications | | 1 | | ET-502 | Introduction to Computer Programming | | 1 | | [ET-503] | Introduction to Assembly Language Programming | | [1] | | ET-504 | Operating Systems and System Deployment | | 2 | | ET-540 | Digital Computer Theory I | | 4 | | ET-560 | Microprocessors and Microcomputers | | 4 | |  | | **Sub-total** [33] | | | **Electives** | |  | | | 🞎ET electives+ | | [3] | | | **Total credits required for the A.A.S.** | | **60\*** | | | **Requirements for the Concentration**   |  |  |  |  | | --- | --- | --- | --- | | ET-110 | Electric Circuit Analysis I | | 4 | | ET-140 | Sinusoidal and Transient Circuit Analysis | | 3 | | ET-210 | Electronics I, | | 4 | | ET-350 | Computer Control Systems | | 4 | | ET-420 | Computer Project Laboratory | | 1 | | ET-501 | Computer Applications | | 1 | | ET-502 | Introduction to Computer Programming | | 1 | | ET-509 | C++Programing for Embedded Systems | | 1 | | ET-504 | Operating Systems and System Deployment | | 2 | | ET-540 | Digital Computer Theory I | | 4 | | ET-542 | Computer and Electrical Device Applications | | 1 | | ET-560 | Microprocessors and Microcomputers | | 4 | | ET-704 | Networking Fundamentals | | 4 | |  | | **Sub-total** 34 | | | **Electives** | |  | | | 🞎ET electives+ | | 2 | | | **Total credits required for the A.A.S.** | | **60** | | |

*\****Rationale:** The proposed changes will maintain the same number of credits and hours as in the existing curriculum. There are no changes to the liberal arts and sciences courses. The proposed Computer Technology curriculum represents a balance of instruction in computer hardware, software, system design, liberal arts and science, and communications. It has been updated to insure that students are familiar with current programming languages and technologies.

\*Please note: Credit totals must be included for all changes in degree programs. Program credit totals must be in compliance with the University’s 60/120 policy unless the college has an approved waiver. If a waiver is required, colleges should consult with Dr. Ekaterina Sukhanova prior to submission for a change in degree programs.

**FORMAT FOR SUBMITTING**

**REQUEST FOR APPROVAL OF A NEW MINOR**

* DATE OF CHANCELLOR’S UNIVERSITY REPORT
* COLLEGE NAME
* PART A: ACADEMIC MATTERS
* SECTION AIII: CHANGES IN DEGREE PROGRAMS
* SCHOOL OR DEPARTMENT NAME
* ITEM NUMBER (AIII: 0.0.)
* ITEM TITLE: REQUIREMENTS FOR A NEW MINOR IN (provide title of minor).
* EXPLAIN PROGRAM REQUIREMENTS (including such things as grade requirements, for example, “each course must be completed with a grade of C or higher”).
* LIST ALL COURSE REQUIREMENTS INCLUDING COURSE TITLES AND CREDITS, PREREQUISITES, AND ELECTIVES (if applicable).
* RATIONALE: (provide a rationale including any important additional information).

PLEASE NOTE: TWELVE CREDITS WILL BE CONSIDERED THE UPWARD LIMIT FOR MINORS. MINORS EXCEEDING TWELVE CREDITS MUST INCLUDE A FURTHER RATIONALE AND EXPLANATION, INCLUDING ASSURANCES THAT STUDENTS WILL BE ABLE TO COMPLETE ALL DEGREE REQUIRMENTS WITHIN THE BOARD’S 60/120 DEGREE CREDIT LIMIT.

Example of a New Minor

**New Minor in Business Practice**

**Offered by the Department of Economics, Accounting and Business Administration.**

|  |  |
| --- | --- |
| **From :** | **To :** |
| No such minor is currently offered. | **MINOR IN BUSINESS PRACTICE.**  This minor consists of any four courses with a BBA prefix. Not open to students majoring in Accounting or Business Administration. Students majoring in Economics cannot elect BBA 303 under this minor. |
| **Rationale** |  |
| The required sequence of courses provides an adequate preparation for general business practice. Students dropped from the BBA major for not having achieved the minimum 2.7 (B-) cumulative index in the first four BBA-prefixed courses taken in the program, may count these courses toward this minor without loss of credit; however, they cannot elect a new major offered by the Department of Economics, Accounting and Business Administration, with the exception of Economics.    Students majoring in Economics, conversely, should be given the opportunity to take a series of business courses to improve their career prospects, if they wish. There is no overlap in course requirements of B.A. in Economics and this minor, except that Economics majors must not elect BBA 303 under this minor. | |
| **Effect Outside Department:** None | |
| Date of Department Approval: October 15, 2010 | |
| Date of Senate Approval: December 10, 2010 | |

**FORMAT FOR a New course**

**Section AIV: New Courses**

**AIV.1**

|  |  |
| --- | --- |
| **CUNYfirst Course ID** |  |
| **Department(s)** |  |
| **Career** | **[  ] Undergraduate  [ ] Graduate** |
| **Academic Level** | **[  ] Regular  [   ] Compensatory  [   ] Developmental  [   ] Remedial** |
| **Subject Area** |  |
| **Course Prefix** |  |
| **Course Number** |  |
| **Course Title** |  |
| **Catalogue Description** |  |
| **Pre/ Co Requisites** |  |
| **Credits** |  |
| **Contact Hours** |  |
| **Liberal Arts** | **[ ] Yes  [   ] No** |
| **Course Attribute (e.g. Writing Intensive, Honors, etc)** |  |
| **Course Applicability** | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **[ ] Major** |  |  |  | | | **[ ] Gen Ed Required** | | **[ ] Gen Ed - Flexible** | | **[ ] Gen Ed - College Option** | | **[ ] English Composition** | | **[ ] World Cultures** | | **College Option Detail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **[ ] Mathematics** | | **[ ] US Experience in its Diversity** | |  | | **[ ] Science** | | **[ ] Creative Expression** | |  | |  |  | **[ ] Individual and Society** | |  | |  |  | **[ ] Scientific World** | |  | |
| **Effective Term** |  |

Rationale:

NOTE: At least one Title and IRP code of a program to which the new course is applicable, as per SED regulation.

**FORMAT FOR Changes**

**AV: 1 Changes to be offered in the XXX Department**

|  |  |  |  |
| --- | --- | --- | --- |
| **CUNYFirst Course ID** |  |  |  |
| **FROM** |  | **TO** |  |
| **Department(s)** |  | **Department(s)** |  |
| **Course** |  | **Course** |  |
| **Pre or co requisite** |  | **Prerequisite** |  |
| **Hours** |  | **Hours** |  |
| **Credits** |  | **Credits** |  |
| **Description** |  | **Description** |  |
| **Requirement Designation** |  | **Requirement Designation** |  |
| **Liberal Arts** | **[ ] Yes [ ] No** | **Liberal Arts** | **[ ] Yes [ ] No** |
| **Course Attribute (e.g. Writing Intensive, Honors, etc** |  | **Course Attribute (e.g. Writing Intensive, Honors, etc** |  |
| **Course Applicability** | |  |  | | --- | --- | | **[ ] Major** |  | | **[ ] Gen Ed Required** | | | | | **[ ] English Composition** | | | | | **[ ] Mathematics** | | | | | **[ ] Science** | | | | | **[ ] Gen Ed - Flexible** | | | | | **[ ] World Cultures** | | | | | **[ ] US Experience in its Diversity** | | | | | **[ ] Creative Expression** | | | | | **[ ] Individual and Society** | | | | | **[ ] Scientific World** | | | | | **[ ] Gen Ed - College Option** | | | | **College Option Detail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | **Course Applicability** | |  |  |  | | --- | --- | --- | | **[ ] Major** |  | | | **[ ] Gen Ed Required** | | | | **[ ] English Composition** | | | | **[ ] Mathematics** | | | | **[ ] Science** | | | | **[ ] Gen Ed - Flexible** | | | | **[ ] World Cultures** | | | | **[ ] US Experience in its Diversity** | | | | **[ ] Creative Expression** | | | | **[ ] Individual and Society** | | | | **[ ] Scientific World** | | | | **[ ] Gen Ed - College Option** | | | **College Option Detail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| **Effective Term** |  |  |  |

Rationale:

Section AVI: Courses Withdrawn

**List the course number and title of all courses to be withdrawn.**

FR 303 Readings in French Literature

**Example of Course Withdrawn**

Rationale: This course has been replaced by two courses covering specific historical periods.

**Section AVII: International Program Agreements**

**Example of International program agreement**

**AVII.1 International Agreement with Freie Universität, Berlin, Germany**

**RESOLVED:** That the Board of Trustees of The City University of New York authorize the President of College ABC to execute an international study abroad agreement on behalf of College ABC with Freie Universität, Berlin, Germany, to enable students enrolled in the College’s Education Abroad Program to study History, Politics, German Language and other courses as part of the Freie Universität Berlin International Summer and Winter programs. Other than the transmission of tuition by the College to Freie Universität Berlin, neither party to this agreement is obligated to pay any monetary consideration to the other. The agreement is for a one-year period beginning June 1, 2009 and shall include up to two two-year options for the College to renew in its best interest. The agreement shall be subject to approval as to form by the University Office of the General Counsel. This agreement {or revised agreement} was approved by the Office of General Counsel for submission to the Chancellor’s University Report on {insert date}.

**EXPLANATION**: CUNY students enrolled in the College ABC Education Abroad Program will be able to attend FUBiS programs and take courses that are pre-approved by College ABC. Approximately thirty (30) CUNY students will participate in this program each academic year, which will include the following terms for the first year of the agreement: Summer 2009 Session I and Session II.

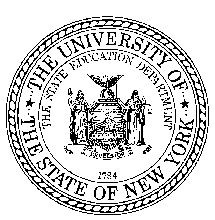
The requirements for international program agreements are described in the Tuition and Fee Manual. Authorizations to sign international program agreements follow the general model of affiliation agreements, with appropriate adjustments.

**EXPLANATION: Colleges should consult with the CUNY Office of General Counsel prior to submitting information to the CUR. Prior approval by the CUNY Office of Legal Affairs is required before the submission of any international agreement resolution. Contact: Office of General Counsel (212)794-5382**

**Section AVII: Affiliation Agreements**

**Affiliation agreement authorizations between a CUNY college and a non-CUNY institution, such as a hospital, for the benefit of students enrolled in a registered degree program at that college are no longer submitted through the Chancellor's University Report. They are now handled through the Office of General Counsel, at Central Office.**

# 

**THE STATE EDUCATION DEPARTMENT** /

THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

# Application for Registration of a New Certificate

# or Advanced Certificate Program[[6]](#footnote-6)

Program registration is based on standards in the [Regulations](http://www.highered.nysed.gov/ocue/lrp/52.2.htm) of the Commissioner of Education. Section [52.1](http://www.highered.nysed.gov/ocue/52.1.htm) 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.

MC900411244[1]

This application should NOT be used for the following types of program proposals:

* General Academic Programs Leading to a Degree Award (e.g., Bachelor of Arts)
* Programs Preparing Teachers, Educational Leaders, and Other School Personnel;
* Programs Preparing Licensed [Professions](http://www.op.nysed.gov/); or
* Revisions to Existing Registered Programs

The application materials for those types of proposals can be found at: <http://www.highered.nysed.gov/ocue/aipr/register.html>

Doctoral programs: please [contact](http://www.highered.nysed.gov/ocue/contact.htm) the Office of College and University Evaluation.

**Directions for submission of proposal:**

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

* Application for Registration of a New Certificate or Advanced Certificate Program
* Application to Add the Distance Education Format to a New or Registered Programs (if applicable)
* CEO (or Designee) Approval Form

2. Create a separate PDF document for any required syllabi (see Task 3 for syllabi requirements.)

3. Attach the PDF documents to an e-mail.

4. Send e-mail to [**OCUERevAdmin@mail.nysed.gov**](mailto:OCUERevAdmin@mail.nysed.gov)

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

Institution Name, Degree Award, and Program Title

E.g., Subject: AAA College, Advanced Certificate, English Literature

**Task 1 Institution and Program Information**

|  |  |
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| **Institution Information** | |
| Institution Name:  Institution Code (6 digits):  ***The name and code of the institution should reflect the information found on the*** [***Inventory of Registered Programs***](http://www.nysed.gov/heds/IRPSL1.html) |  |
| Institution Address: |  |
| City: |  |
| State/Country: |  |
| Zip: |  |
| [Regents Regions](http://www.highered.nysed.gov/ocue/aipr/guidance/gpr7.html)*:* |  |
| Specify campus(s) of the institution where program is offered, if other than the main campus:  ***The name and code of the location(s) should reflect the information found on the*** [***Inventory of Registered Programs***](http://www.nysed.gov/heds/IRPSL1.html) |  |
| 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: |  |

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| **Program Information for New Programs** | |
| Program Title: |  |
| [Degree Award](http://www.highered.nysed.gov/ocue/lrp/chapter_i_of_title_8_of_the_offi.htm#Section3.50.RegisteredDegrees): | Certificate  Advanced Certificate |
| [HEGIS code](http://www.highered.nysed.gov/ocue/aipr/guidance/gpr19.html): |  |
| Number of Credits\*: |  |

If the program contains multiple options or concentrations that affect the number of program credits, list the total number of program credits required for each option:

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| Option/Concentration Name:       Credits: |
| Option/Concentration Name:       Credits: |
| Option/Concentration Name:       Credits: |
| Option/Concentration Name:       Credits: |

If program is part of a dual degree program, provide the following information:

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| Program Title: |  |
| [Degree Award](http://www.highered.nysed.gov/ocue/lrp/chapter_i_of_title_8_of_the_offi.htm): |  |
| [HEGIS code:](http://www.highered.nysed.gov/ocue/aipr/guidance/gpr19.html) |  |

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| **Section III.   Contact Information** |  |
| Name of contact person |  |
| Title of contact person: |  |
| Telephone |  |
| Fax: |  |
| Email: |  |

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| **Task 2 - Proposed Program Information** |
| Guidance for this task can be found by clicking here: [Department Expectations: Admissions, Academic Support Services, Credit for Experience and Program Assessment and Improvement](http://www.highered.nysed.gov/ocue/aipr/guidance/gpr10.html)  Relevant Regulations for this task can be found by clicking here: [Relevant Regulations for Task 2](http://www.highered.nysed.gov/ocue/forms/guidance/core_regs_task2.doc) |

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| **1. Program type** *(check one)* |
| Certificate  Advanced Certificate |

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| **2. Program format** |
| Check all scheduling, format, and delivery features that apply to the proposed program. Unless otherwise specified below, it is assumed the proposed program may be completed through a full-time, day schedule. Format definitions can be found by clicking here: [Format Definitions](http://www.highered.nysed.gov/ocue/aipr/guidance/gpr8.html)   |  |  | | --- | --- | |  | **Evening:** All requirements for the award must be offered during evening study. | |  | **Weekend:** All requirements for the award must be offered during weekend study. | |  | **Evening/Weekend:** All requirements for the award must be offered during a combination of evening and weekend study. | |  | **Day Addition:** For programs having EVENING, WEEKEND, or EVENING/WEEKEND formats, indicates that all requirements for the award can also be completed during traditional daytime study. | |  | **Not Full-Time:** The program cannot be completed on a full-time basis, e.g., an associate degree that cannot be completed within two academic years.  Such programs are not eligible for TAP payments to students. | |  | **5-Year baccalaureate:**  Indicates that because of the number of credits required, the program is approved as a 5-year program with five-year State student financial aid eligibility. | |  | **4.5 Year baccalaureate:** Indicates that because of the number of credits required, the program is approved as a 4.5-year program with 4.5-year State student financial aid eligibility. | |  | **Upper-Division:**  A program comprising the final two years of a baccalaureate program. A student cannot enter such a program as a freshman.  The admission level presumes prior completion of the equivalent of two years of college study and substantial prerequisites. | |  | **Independent Study:**A major portion of the requirements for the award must be offered through independent study rather than through traditional classes. | |  | **Cooperative:**  The program requires alternating periods of study on campus and related work experience.  The pattern may extend the length of the program beyond normal time expectations. | |  | **Distance Education:** 50% or more of the course requirements for the award can be completed through study delivered by distance education. | |  | **External:** All requirements for the award must be capable of completion through examination, without formal classroom study at the institution. | |  | **Accelerated:** The program is offered in an accelerated curricular pattern which provides for early completion. [Semester hour requirements](http://www.highered.nysed.gov/ocue/50.1.htm) in Commissioner’s Regulations for instruction and supplementary assignments apply. | |  | **Standard Addition:**  For programs having Independent, Distance Education, External, OR Accelerated formats, indicates that all requirements for the award can also be completed in a standard, traditional format. | |  | **Bilingual:** Instruction is given in English and in another language.  By program completion, students are proficient in both languages.  This is not intended to be used to identify programs in foreign language study. | |  | **Language Other Than English:**  The program is taught in a language other than English. | |  | **Other Non-Standard Feature(s):** Please provide a detailed explanation. | |

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| **3. Related degree program(s)** |
| Indicate the [registered degree program(s)](http://www.nysed.gov/heds/IRPSL1.html) by title, award and five-digit SED code to which the credits will apply: |
| **4. Program Description and Purpose** |
| 1. **Provide a brief description of the program as it will appear in the institution’s catalog.**   *Answer*: |
| 1. **List the educational and (if appropriate) career objectives of the program.**   *Answer*: |
| 1. **How does the program relate to the institution’s mission and/or master plan?**   *Answer*: |
| 1. **Describe the role of faculty in the program’s design.**   *Answer*: |
| 1. **Describe the input by external partners, if any (e.g., employers and institutions offering further education).**   *Answer*: |
| 1. **What are the anticipated Year 1 *through* Year 5 enrollments?**   *Answer*: |
| **5. Admissions** |
| 1. **List all *program* admission requirements** (or note if identical to the institution’s admission requirements).   *Answer*: |
| 1. **Describe the process for evaluating exceptions to these requirements**.   *Answer*: |
| 1. **How will the institution encourage enrollment by persons from groups historically underrepresented in the discipline or occupation?**   *Answer*: |
| **6. Academic Support Services** |
| **Summarize the academic support services available** to help students succeed in the program.  *Answer*: |
| **7. 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*: |
| **8. Program Assessment and Improvement** |
| **Summarize the plan for periodic evaluation of the new program, including the use of data to inform program improvement.**  *Answer*: |

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| **Task 3 - Sample Program Schedule** | |
| **NOTE:** The sample program schedule is used to determine program eligibility for financial aid.  Guidance for this task can be found by clicking here: [Department Expectations: Curriculum (including Internships, Financial Aid Considerations, and Liberal Arts and Sciences)](http://www.highered.nysed.gov/ocue/aipr/guidance/gpr11.html)  Relevant regulations for this task can be found by clicking here: [Relevant Regulations for Task 3](http://www.highered.nysed.gov/ocue/forms/guidance/core_regs_task3.doc) | |
| 1. Complete **Table 1**. |
| 1. If the program will be **offered through a nontraditional schedule**, provide a brief explanation of the schedule, including its impact on financial aid eligibility.   *Answer:* |
| 1. For existing courses, enter the **catalog description** of the courses.   *Answer:* |
| 1. Syllabi:   Provide syllabi for all new courses**.** The expected components of a syllabus are listed in [Department Expectations: Curriculum](http://www.highered.nysed.gov/ocue/aipr/guidance/gpr11.html).  **Note:** Although it is required to submit syllabi for all new courses as noted, syllabi for ***all*** courses required for the proposed program should be available upon request.  **Instructions for submitting syllabi:**  All required syllabi must be included in a single, separate PDF document. |

**Table 1:**  **Certificate/Advanced Certificate Program Schedule**

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| * 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:** | | | | |  | **Term:** | | | |
| **Course Number & Title** | | Credits | New | Prerequisite(s) | **Course Number & Title** | Credits | New | Prerequisite(s) |
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| Term credit total: | |  |  | | Term credit total: |  |  | |
| **Term:** | | | | | **Term:** | | | |
| **Course Number & Title** | | Credits | New | Prerequisite(s) | **Course Number & Title** | Credits | New | Prerequisite(s) |
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| Term credit total: | |  |  | | Term credit total: |  |  | |
| **Term:** | | | | | **Term:** | | | |
| **Course Number & Title** | | Credits | New | Prerequisite(s) | **Course Number & Title** | Credits | New | Prerequisite(s) |
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| Term credit total: | |  |  | | Term credit total: |  |  | |
| **Term:** | | | | | **Term:** | | | |
| **Course Number & Title** | | Credits | New | Prerequisite(s) | **Course Number & Title** | Credits | New | Prerequisite(s) |
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| Term credit total: | |  |  | | Term credit total: |  |  | |
| **Program Totals:** | **Credits:** | | |  | | | | | |

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

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| **Task 4. Faculty** |
| Guidance for this task can be found by clicking here: [Department Expectations: Faculty](http://www.highered.nysed.gov/ocue/aipr/guidance/gpr12.html)  Relevant regulations for this task can be found by clicking here: [Relevant Regulations for Task 4](http://www.highered.nysed.gov/ocue/forms/guidance/core_regs_task4.doc) |
| 1. **Complete the faculty tables** that describe faculty (**Table 2 and Table 3**), and faculty to be hired (**Table 4**), as applicable. Faculty curricula vitae should be provided only by request. |
| 1. **What is the institution’s definition of “full-time” faculty?** Include the number of credits expected to be taught by full-time faculty per academic term.   *Answer*: |

**Table 2: Current Faculty, Full-Time**

* 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. \*Include and identify the Program Director.

| Faculty Member Name and Title/Rank at Institution (include and identify Program Director) | Expected Program Course Assignments | Percent of Teaching Time to Program | Highest and Other Applicable Earned Degrees and Disciplines (include College/University) | Additional Qualifications: list related certifications/licenses; professional experience in field, scholarly contributions, other academic affiliations. |
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**Table 3: Current Faculty, Part-Time**

Provide information on faculty members who are part-time at the institution and who will be teaching each course in the major field or graduate program.

| Faculty Member Name and Title/Rank at Institution (include and identify Program Director) | Program Courses which may be Taught | Highest and Other Applicable Earned Degrees and Disciplines (include College/University) | Additional Qualifications: list related certifications/licenses; professional experience in field, scholarly contributions, other academic affiliations. |
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**Table 4: Faculty to be Hired**

* If faculty must be hired to teach in the proposed program, specify the title/rank of each new position, the number of new positions, full-time or part-time status, a listing of the expected course assignments for each position, and the expected hiring date.
* Position descriptions and/or announcements may also be submitted.
* Prior to offering the assigned courses, the Department must be notified that a faculty meeting the requirements has been hired.
* These proposed faculty should be reflected in Task 5, Table 4, New Resources

**Full-time Faculty**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title/Rank of Position | # of New Positions | Minimum Qualifications (including degree and discipline area) | Expected Course Assignments | Expected Hiring Date  (mm/dd/yyyy) |
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**Part-time Faculty**

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| --- | --- | --- | --- | --- |
| Title/Rank of Position | # of New Positions | Minimum Qualifications (including degree and discipline area) | Expected Course Assignments | Expected Hiring Date  (mm/dd/yyyy) |
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| **Task 5. Financial Resources and Instructional Facilities** |
| Guidance for this task can be found by clicking here: [Department Expectations: Financial Resources and Instructional Facilities](http://www.highered.nysed.gov/ocue/aipr/guidance/gpr13.html)  Relevant Regulations for this task can be found by clicking here: [Relevant Regulations for Task 5](http://www.highered.nysed.gov/ocue/forms/guidance/core_regs_task5.doc) |
| 1. **Summarize** the instructional facilities and equipment committed to ensure the success of the program.   *Answer*: |
| **b)** Complete the new resources table (**Table 4**).  *Not Applicable:* |

###### Table 5: New Resources

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| List the costs of the **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** |  |  |  |

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| **Task 6. Library Resources** |
| Guidance for this task can be found by clicking here: [Department Expectations: Library Resources](http://www.highered.nysed.gov/ocue/aipr/guidance/gpr14.html)  Relevant regulations for this task can be found by clicking here: [Relevant Regulations for Task 6](http://www.highered.nysed.gov/ocue/lrp/52.2.htm) |
| 1. **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*: |
| 1. **Describe the institution’s response to identified needs and its plan for library development**.   *Answer*: |

**Application for Addition of the**

**Distance Education Format to a Registered Program**

|  |  |
| --- | --- |
| Name of Institution: | |
| CEO or Designee: | |
| Signature: Date: | |
| **The signature of the institutional representative indicates the institution’s commitment to support the proposed distance education program.** | |
| Distance Education Contact Person: | |
| Telephone: | Fax: |
| E-mail: | |
| Program Title: | Program Code: |
| Degree or Certificate Awarded: | HEGIS Code: |
| ***Anticipated enrollment*** in distance program: | |
| Initial: | Maximum by year 3: |
| ***Term length*** (in weeks) for the distance program: |  |
| (Is this the same as term length for classroom program?) Yes No | |
| 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.) | |
| What proportion or percentage of the program will be offered in Distance Education format? | |

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.

1. **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.
   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?
   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.
   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.
   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?
2. **LEARNER SUPPORT**
   1. Describe how your institution provides distance students with ***clear information*** on:
      * Program completion requirements
      * 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.
   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?
   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.
   4. What ***orientation*** opportunities and resources are available for students of distance learning?

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

1. **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.
   2. Are the courses that make up the distance learning program offered in a sequence or configuration that allows ***timely completion of requirements***?
   3. How do faculty ensure that ***the technological tools*** used in the program are appropriate for the content and intended learning outcomes?
   4. How does the program provide for appropriate and flexible interaction between faculty and students, and among students?
   5. How do faculty teaching online courses verify that students are doing their own work?
2. **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?
   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.
3. **PROGRAM EVALUATION**
   1. What process is in place to monitor and ***evaluate the effectiveness*** of the distance learning program on a regular basis?
   2. How will the evaluation results will be used for ***continuous program improvement***?
   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?

Revised 5/9/08

1. **CUNY and SUNY** institutions: contact System Administration for guidance. [↑](#footnote-ref-1)
2. If the partner institution is non-degree-granting, see CEO Memo 94-04 at [www.highered.nysed.gov/ocue/ceo94-04.htm](http://www.highered.nysed.gov/ocue/ceo94-04.htm). [↑](#footnote-ref-2)
3. If any students do not complete the program by the proposed termination date, the institution must request an extension of the registration period for the program or make other arrangements for those students. [↑](#footnote-ref-3)
4. Only candidates with the capacity to complete the requirements of both degrees shall be admitted to a dual-degree program. [↑](#footnote-ref-4)
5. Only candidates with the capacity to complete the requirements of both degrees shall be admitted to a dual-degree program. [↑](#footnote-ref-5)
6. CUNY and SUNY institutions: contact System Administration for proposal submission process. [↑](#footnote-ref-6)