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| **SEDseal** | **THE STATE EDUCATION DEPARTMENT** / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234 |

Change or Adapt a Registered Program[[1]](#footnote-1)

Use this form to request program changes that require approval by the State Education Department (see chart on the following page). For **programs that are registered jointly** with another institution, all participating institutions must confirm support for the changes.

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|  | This application should **NOT** be used for the following types of requests:* Proposals for new programs
* Requests for changes to registered programs preparing Teachers, Educational Leaders, and Other School Personnel
* Requests for changes to programs preparing Licensed [Professionals](http://www.op.nysed.gov/prof/); or
* Requests to add the Distance Education Format to a Registered Program
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(**Note:** If the only requested change is to add the distance education format to an existing registered program, institutions need only complete and submit the [Application to Add the Distance Education Format to a New or Registered Program](http://www.highered.nysed.gov/ocue/aipr/HET-DE-March2015.docx).)

The application materials for requests for changes to registered programs preparing Teachers, Educational Leaders, and Other School Personnel or Licensed Professionals can be found at:

<http://www.highered.nysed.gov/ocue/aipr/register.html>

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

**Directions for submission of request:**

1. Create a ***single*** PDF document that includes the following completed forms:
* Request to Change or Adapt a Registered Program
* Master Plan Amendment Supplement and Abstract (if applicable)
* External Review of Certain Degree Programs and Response (if applicable)
* [Application to Add the Distance Education Format to a New or Registered Program](http://www.highered.nysed.gov/ocue/aipr/HET-DE-March2015.docx), (if applicable).
1. Create a separate PDF document for any required syllabi (see p. 2 of form, Changes in Program Content)
2. Attach the PDF documents to an e-mail.
3. Send e-mail to **OCUERevAdmin@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, Request for Change, Master of Science, English Literature

| **Changes and Adaptations Requiring State Education Department Approval** |
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| **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/lrp/rules.htm)
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| **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 [Application to Add the Distance Education Format to a New or Registered Program](http://www.highered.nysed.gov/ocue/aipr/HET-DE-March2015.docx).)
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
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| **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
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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.

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| **SEDseal** | NEW YORK STATE EDUCATION DEPARTMENTOffice of Higher Education—Office of College and University Evaluation89 Washington Avenue, Albany, NY 12234(518) 474-1551 Fax: (518) 486-2779<http://www.highered.nysed.gov/ocue/>OCUERevAdmin@nysed.gov |

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| Request to Change or Adapt a Registered Program |
| **Item** | **Response** *(type in the requested information)* |
| **Institution name and address** | New York City College of Technology300 Jay Street, Brooklyn, NY 11201*Additional information*:* Specify campus where program is offered, if other than the main campus:
 |
| **Identify the program you wish to change**  | Program title: Liberal Arts and Sciences[Award](http://www.highered.nysed.gov/ocue/lrp/rules.htm) (e.g., B.A., M.S.): A.S.Credits: 60[HEGIS code](http://www.highered.nysed.gov/ocue/aipr/guidance/gpr19.html): 5649.00 Liberal Arts, General (Pre-baccalaureate Liberal Arts)[Program code](http://www.nysed.gov/heds/IRPSL1.html): **01336 LIBERAL ARTS AND SCIENCE AS** |
| **Contact person for this proposal** | Name and title: Pamela Brown, Provost and Vice President for Academic Affairs Telephone: 718-260-5560 Fax: N/A E-mail: Pamela.Brown00@citytech.cuny.edu |
| **CEO** (or designee) **approval** *Signature affirms the institution’s commitment to support the program as revised.* | Name and title: Pamela Brown, Provost and Vice President for Academic AffairsSignature and date: |
| If the program will be registered jointly with another institution, provide the following information: |
| Partner institution’s name: N/AName and title of partner institution’s CEO: N/ASignature of partner institution’s CEO: N/A |

* For **programs that are registered jointly** with another institution, all participating institutions must confirm their support of the changes.

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| **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 [ X ] 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/lrp/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 includes adding a **distance education format** to a registered program, please complete the [Application to Add the Distance Education Format To a New or Registered Program](http://www.highered.nysed.gov/ocue/aipr/HET-DE-March2015.docx).)  |
| [ ] **Discontinuing a program**: indicate the date by which the program will be discontinued.[[2]](#footnote-2) |
| [ ] **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 in the [Application for Registration of a New Program](http://www.highered.nysed.gov/ocue/aipr/gaproposal.html) to show the sequencing and scheduling of courses in the program.
4. If the revised program will be offered through a nontraditional schedule, provide a brief explanation of the schedule, including its impact on financial aid eligibility.
5. Confirm that for each (one) credit there is at least 15 hours (of 50 minutes each) of instruction and at least 30 hours of supplementary assignments.
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| Establishing New Programs Based on Existing Registered Programs |
| [ ] **Creating a dual-degree program** from existing registered programs1. Complete the following table to identify the existing programs:

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|  | **Program Title** | **Degree Award** | **Program Code** |
| Program 1 |  |  |  |
| Program 2 |  |  |  |

1. Proposed dual-degree program (title and award):[[3]](#footnote-3)
2. Courses that will be counted toward both awards:
3. Length of time for candidates to complete the proposed program:
4. Use Task 3: Sample Program Schedule from [Application for Registration of a New Program](http://www.highered.nysed.gov/ocue/aipr/gaproposal.html) 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](http://www.highered.nysed.gov/ocue/aipr/gaproposal.html):
* Task 1 and Task 2a
* Task 3 - Sample Program Schedule
* Task 4 - Faculty information charts (full-time faculty, part-time faculty, and faculty to be hired)
1. Brief description of the proposed program and rationale for converting the existing coursework to a separately registered program:
2. Expected impact on existing program:
3. Adjustments the institution will make to its current resource allocations to support the program:
4. Statement confirming that the admission standards and process and evaluation methods are the same as those in the existing registered program.
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**Note**: if the change involves **establishing an existing registered program at a new location**, complete a new registration application for the proposed program.

**Rationale and Description of Proposal**

As New York City College of Technology moves to embrace the recognized curriculum language of colleges nationwide, the General Education subcommittee on Academic Minors and Specializations—and, by extension, Liberal Arts and Sciences—has moved to purge the outdated terms “Cluster” and “Option” from our lexicon. Removing both terms from the Liberal Arts and Sciences A.A. and A.S. degree programs eliminates any confusion for students seeking to transition into a bachelor’s degree and then enroll in our college’s Black Visual Cultures and Gender & Sexuality Studies Academic Minors. Moreover, the specializations within the A.S. degree program for Liberal Arts and Sciences enables a seamless transition into our STEM-based bachelors’ programs—namely Biomedical Informatics, Applied Chemistry, and Applied Computational Physics—and the Physics Option is now, like “Cluster,” unnecessary. With 14 new Academic Minors from various departments, and more Liberal Arts and Sciences specializations to come, we seek to remove confusing and outdated vernacular that predates the college having Academic Minors and specializations—which are the more appropriate and transcript-friendly terminologies.

Moreover, these amendments—supported by the three relevant academic departments—provide much needed curriculum evolution: Academic Minors and, thereby, the departments may now offer more teaching opportunities and chances for course creation; students will now have the more clearly defined “Academic Minor” and “specialization” appearing on both their DegreeWorks and transcripts; and it removes the confusion surrounding the obscure wording and aligns our Associate degree offerings with similar programs across the country.

Lastly, these modifications are aligned with our degree program’s focused “intents” for students: graduate, transition into another degree program at our college, or transfer. Removing “Cluster” and “Option” helps ensure that our students are in step with the program’s mission and—just as importantly—the academy as whole.

**Side-By-Side Comparison of Existing Program and Newly-Modified Program**

**Program: AS in Liberal Arts and Sciences**

**Program Code: 01336**

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| **FROM:**  | **TO:**  |
| **[GENERAL EDUCATION COMMON CORE 30 CREDITS****I – REQUIRED CORE****English (2 courses, 6 credits)**ENG 1101 English Composition I 3ENG 1121 English Composition II 3**Mathematical and Quantitative Reasoning1 3****Life and Physical Sciences 3****II – FLEXIBLE CORE (6 COURSES, 18 CREDITS)**Select one course from each of the following areas;plus one additional course from any of the five areas;no more than two courses may be selected from any discipline**World Cultures and Global Issues 3****US Experience in its Diversity 3****Individual and Society 3****Creative Expression 3****Scientific World 3****Additional Flexible Common Core Course 3****Writing Intensive Requirement2**Students at New York City College of Technology must complete two courses designated WI for the associate level, one from GenEd and one from the major; and two additional courses designated WI for the baccalaureate level, one from GenEd and one from the major.**PROGRAM-SPECIFIC DEGREE REQUIREMENTS FOR THE SPECIALIZATION IN GENERAL SCIENCE 23-30 CREDITS****Science Sequence 8-10**In addition to the Life and Physical Sciences and Scientific World requirements above, a science sequence is required for the degree and may be selected from approved list. **Mathematics3 (7-10 credits)**MAT 1475 Calculus I 4MAT 1575 Calculus II 4  **or**MAT 1372 Statistics with Probability 3andMAT 1630 Introduction to Computational Science 3  **or**MAT 1372 Statistics with Probability 3andCST 1101 Computer Programming and Problem Solving 3 **Capstone (select from approved list) 3-5****PROGRAM-SPECIFIC DEGREE REQUIREMENTS FOR THE SPECIALIZATION IN BIOLOGY 28-30 CREDITS****Mathematics3 (7 credits)**MAT 1475 Calculus I 4MAT 1372 Statistics with Probability 3**Computer Programming**CST 1101 Computer Programming and Problem Solving 3 **General Biology Sequence**BIO 1101 General Biology I 4 BIO 1201/ID General Biology II 4 **Capstone**BIO 2450 Genetics 4 **Two Biology Specialization Courses 6-8**Selected from the list below:CHEM 1110 General Chemistry I 4 BIO 1020 Artificial Intelligence and the Brain 3 BIO 2110 Programming for Biologists 4 BIO 2250 Evolution 3 BIO 2311 Human Anatomy and Physiology I 4 BIO 2312 Human Anatomy and Physiology II 4 BIO 3302 Microbiology 4 BIO 3350 Bioinformatics I 4 BIO 3620 Molecular and Cell Biology 4 **PROGRAM-SPECIFIC DEGREE REQUIREMENTS FOR THE SPECIALIZATION IN CHEMISTRY 30 CREDITS****Mathematics3 (8 credits)**MAT 1475 Calculus I 4MAT 1575 Calculus II 4**General Chemistry Sequence**CHEM 1110 General Chemistry I 4 CHEM 1210 General Chemistry II 4 **Additional Science**BIO 1101 General Biology I 4 CHEM 2223 Organic Chemistry I 5 **Capstone**CHEM 2323 Organic Chemistry II 5 **PROGRAM-SPECIFIC DEGREE REQUIREMENTS FOR THE SPECIALIZATION IN PHYSICS 30 CREDITS****Mathematics3 (8 credits)**MAT 1475 Calculus I 4MAT 1575 Calculus II 4**General Physics Sequence: Calculus Based**PHYS 1441 General Physics I: Calculus Based 5 PHYS 1442 General Physics II: Calculus Based 5 **Computer Programming**CST 1101 Computer Programming and Problem Solving 3 CST 1201 Programming Fundamentals 3 **Capstone**PHYS 2443/ID Modern Physics 4 **Free/unrestricted electives credits to bring total to 60****TOTAL PROGRAM-SPECIFIC REQUIRED AND ELECTIVE COURSES** **30****TOTAL NYSED LIBERAL ARTS/SCIENCE CREDITS**  **30****TOTAL CREDITS REQUIRED FOR THE DEGREE** **60****~~OPTION IN PHYSICS 18 CREDITS~~****~~Required Course (10 credits)~~**~~PHYS 1441 General Physics I: Calculus Based 5~~~~PHYS 1442 General Physics II: Calculus Based 5~~**~~Elective Courses (choose two of the following courses)~~**~~PHYS 1117 Astronomy I 4~~ ~~PHYS 1118 Astronomy II: Stars, Galaxies, Cosmology 4~~ ~~PHYS 2443 Modern Physics 4~~ ~~PHYS 2605 Introduction to Laser Physics and Photonics 4~~ **~~TOTAL CREDITS REQUIRED FOR THE OPTION 18~~****~~TOTAL CREDITS REQUIRED FOR THE DEGREE 18~~***1 This is a STEM degree program requiring 4 credit courses in mathematics. Students may elect to use a required 4 credit mathematics course to meet the Common Core requirement in Mathematical and Quantitative Reasoning.**2 A semester-specific list of writing intensive courses is available online at the City Tech Pathways website.**3 Students who do not have sufficient background in mathematics to place into MAT 1475 can take MAT 1275 and MAT 1375 to satisfy the Mathematical and Quantitative Reasoning and Scientific World requirements in order to complete the degree with no more than 60 credits.* | **[GENERAL EDUCATION COMMON CORE 30 CREDITS****I – REQUIRED CORE****English (2 courses, 6 credits)**ENG 1101 English Composition I 3ENG 1121 English Composition II 3**Mathematical and Quantitative Reasoning1 3****Life and Physical Sciences 3****II – FLEXIBLE CORE (6 COURSES, 18 CREDITS)**Select one course from each of the following areas;plus one additional course from any of the five areas;no more than two courses may be selected from any discipline**World Cultures and Global Issues 3****US Experience in its Diversity 3****Individual and Society 3****Creative Expression 3****Scientific World 3****Additional Flexible Common Core Course 3****Writing Intensive Requirement2**Students at New York City College of Technology must complete two courses designated WI for the associate level, one from GenEd and one from the major; and two additional courses designated WI for the baccalaureate level, one from GenEd and one from the major.**PROGRAM-SPECIFIC DEGREE REQUIREMENTS FOR THE SPECIALIZATION IN GENERAL SCIENCE 23-30 CREDITS****Science Sequence 8-10**In addition to the Life and Physical Sciences and Scientific World requirements above, a science sequence is required for the degree and may be selected from approved list. **Mathematics3 (7-10 credits)**MAT 1475 Calculus I 4MAT 1575 Calculus II 4  **or**MAT 1372 Statistics with Probability 3andMAT 1630 Introduction to Computational Science 3  **or**MAT 1372 Statistics with Probability 3andCST 1101 Computer Programming and Problem Solving 3 **Capstone (select from approved list) 3-5****PROGRAM-SPECIFIC DEGREE REQUIREMENTS FOR THE SPECIALIZATION IN BIOLOGY 28-30 CREDITS****Mathematics3 (7 credits)**MAT 1475 Calculus I 4MAT 1372 Statistics with Probability 3**Computer Programming**CST 1101 Computer Programming and Problem Solving 3 **General Biology Sequence**BIO 1101 General Biology I 4 BIO 1201/ID General Biology II 4 **Capstone**BIO 2450 Genetics 4 **Two Biology Specialization Courses 6-8**Selected from the list below:CHEM 1110 General Chemistry I 4 BIO 1020 Artificial Intelligence and the Brain 3 BIO 2110 Programming for Biologists 4 BIO 2250 Evolution 3 BIO 2311 Human Anatomy and Physiology I 4 BIO 2312 Human Anatomy and Physiology II 4 BIO 3302 Microbiology 4 BIO 3350 Bioinformatics I 4 BIO 3620 Molecular and Cell Biology 4 **PROGRAM-SPECIFIC DEGREE REQUIREMENTS FOR THE SPECIALIZATION IN CHEMISTRY 30 CREDITS****Mathematics3 (8 credits)**MAT 1475 Calculus I 4MAT 1575 Calculus II 4**General Chemistry Sequence**CHEM 1110 General Chemistry I 4 CHEM 1210 General Chemistry II 4 **Additional Science**BIO 1101 General Biology I 4 CHEM 2223 Organic Chemistry I 5 **Capstone**CHEM 2323 Organic Chemistry II 5 **PROGRAM-SPECIFIC DEGREE REQUIREMENTS FOR THE SPECIALIZATION IN PHYSICS 30 CREDITS****Mathematics3 (8 credits)**MAT 1475 Calculus I 4MAT 1575 Calculus II 4**General Physics Sequence: Calculus Based**PHYS 1441 General Physics I: Calculus Based 5 PHYS 1442 General Physics II: Calculus Based 5 **Computer Programming**CST 1101 Computer Programming and Problem Solving 3 CST 1201 Programming Fundamentals 3 **Capstone**PHYS 2443/ID Modern Physics 4 **Free/unrestricted electives credits to bring total to 60****TOTAL PROGRAM-SPECIFIC REQUIRED AND ELECTIVE COURSES** **30****TOTAL NYSED LIBERAL ARTS/SCIENCE CREDITS**  **30****TOTAL CREDITS REQUIRED FOR THE DEGREE** **60***1 This is a STEM degree program requiring 4 credit courses in mathematics. Students may elect to use a required 4 credit mathematics course to meet the Common Core requirement in Mathematical and Quantitative Reasoning.**2 A semester-specific list of writing intensive courses is available online at the City Tech Pathways website.**3 Students who do not have sufficient background in mathematics to place into MAT 1475 can take MAT 1275 and MAT 1375 to satisfy the Mathematical and Quantitative Reasoning and Scientific World requirements in order to complete the degree with no more than 60 credits.* |

**Rationale:** Remove the Physics Option from the A.S. in Liberal Arts and Sciences curriculum, in lieu of the Physics Specialization.

1. **CUNY and SUNY** institutions: contact System Administration for Request for Change submission process. [↑](#footnote-ref-1)
2. 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-2)
3. Only candidates with the capacity to complete the requirements of both degrees shall be admitted to a dual-degree program. [↑](#footnote-ref-3)