

NEW PROGRAM REGISTRATION

NYSED REGULATIONS

What Requires Registration?

Registration of a curriculum (program of study) means its approval based on quality standards in the [Regulations](#) of the Commissioner of Education. Section 50.1 (i) of those regulations defines curriculum or program as “the formal educational requirements necessary to qualify for certificates or degrees. A curriculum or program includes general education or specialized study in depth in a particular field, or both.” Section 52.1 requires registration of the following types of curricula at colleges, universities, and professional schools before those institutions may offer them:

- (1) every curriculum leading to a degree;
- (2) every curriculum leading to a certificate or diploma bearing credit towards a degree;
- (3) every curriculum leading to licensure in a profession regulated under Title VIII of Education Law;
- (4) every curriculum for which statute, the [Rules](#) of the Board of Regents, or any other section of the Commissioner’s [Regulations](#) requires registration; and
- (5) every noncredit curriculum offered by a nonchartered proprietary college, except noncredit curricula approved by another State agency for the purpose of licensure by that agency.

The Department registers individual curricula rather than an institution as a whole. However, the registration process reviews all significant aspects of an institution’s educational enterprise. It is the Regents chief means to ensure that colleges, universities, and professional schools maintain quality standards. For institutions in New York State, it may serve as accreditation for participation in student aid and other programs authorized by the Federal Higher Education Act.

Section 52.2 of the Commissioner’s [Regulations](#) sets forth the standards required of all programs. Sections 52.3 through 52.21 and 52.25 describe the standards for curricula preparing graduates to enter public school service or a licensed profession. A compendium of key regulations is included in Appendix B.

(Statutory Authority: Sections 207, 210, 6506, and 6507 of Education Law. See also Section 13.1 of the [Rules](#) of the Board of Regents.)

Application for Registration of a New Program

Answer the following questions for ALL new programs. Please refer to Appendix C to determine which programs require registration.

PLEASE NOTE: IN ORDER TO EXPEDITE THE PROCESSING OF COMPLETE PROGRAM PROPOSALS, INCOMPLETE PROPOSALS WILL BE RETURNED.

1. Program Summary

2. Program Content and Requirements		Please place an x in the appropriate column		
	Course Number and Course Title*	No. of Credits	Is this a new course?	Is this a revised course?
List each course required for the college core (if applicable)				
List each course required for the major (include any field experience, research, thesis, or capstone course)				

* MOST UNDERGRADUATE DEGREE TITLES REQUIRE A SPECIFIED PERCENTAGE OF LIBERAL ARTS CONTENT (FOR EXAMPLE, AA, BA REQUIRE 75%; AS, BS, BSED REQUIRE 50%; AAS REQUIRES 33%). WITHIN THE TABLE, IDENTIFY WITH AN ASTERISK ALL COURSES THAT ARE CONSIDERED LIBERAL ARTS AND SCIENCES.

2. Program Content and Requirements		Please place an x in the appropriate column		
	Course Number and Course Title*	No. of Credits	Is this a new course?	Is this a revised course?
List each elective course required for the major (if applicable)				
List each general elective course (if applicable)				
Total credits in the program				

3. New and revised courses

For all new and revised courses identified above, provide a copy of the syllabus. For existing courses, which are a part of the major, enclose a copy of the catalog description; include prerequisites, if applicable.

* MOST UNDERGRADUATE DEGREE TITLES REQUIRE A SPECIFIED PERCENTAGE OF LIBERAL ARTS CONTENT (FOR EXAMPLE, AA, BA REQUIRE 75%; AS, BS, BSED REQUIRE 50%; AAS REQUIRES 33%). WITHIN THE TABLE, IDENTIFY WITH AN ASTERISK ALL COURSES THAT ARE CONSIDERED LIBERAL ARTS AND SCIENCES.

4. Sample Program Scheduling

Using the appropriate table on this or the following page, show the sequencing and scheduling of courses and credits in the program, by semester or quarter/trimester, for the first full cycle of the program (for example, four semesters for a traditionally-structured associate degree). Include additional semesters if offered on a part-time basis. These pages may be duplicated as needed.

Table for **semester** programs

FALL		SPRING		FALL		SPRING	
COURSE TITLE	CREDITS	COURSE TITLE	CREDITS	COURSE TITLE	CREDITS	COURSE TITLE	CREDITS
Total Credits		Total Credits		Total Credits		Total Credits	

FALL		SPRING		FALL		SPRING	
COURSE TITLE	CREDITS	COURSE TITLE	CREDITS	COURSE TITLE	CREDITS	COURSE TITLE	CREDITS
Total Credits		Total Credits		Total Credits		Total Credits	

4. Sample Program Scheduling (continued)

Table for **quarter/trimester** programs

FALL		WINTER		SPRING		SUMMER	
COURSE TITLE	CREDITS	COURSE TITLE	CREDITS	COURSE TITLE	CREDITS	COURSE TITLE	CREDITS
Total Credits		Total Credits		Total Credits		Total Credits	

FALL		WINTER		SPRING		SUMMER	
Course Title	CREDITS	COURSE TITLE	CREDITS	COURSE TITLE	CREDITS	COURSE TITLE	CREDITS
Total Credits		Total Credits		Total Credits		Total Credits	

5. EVALUATION

Describe the criteria by which the institution will evaluate the academic quality and effectiveness of the proposed program (e.g., completion rates and other evidence of student achievement, placement data, graduates' accomplishments, faculty performance, employer evaluations).

6. RESOURCES

Describe traditional and electronic library holdings and access to them, indicating the approximate number of titles and periodical subscriptions in the present collection that would support the program. Describe the equipment, computers, laboratories, and other facilities available or to be acquired for the program. If current holdings are considered inadequate for the proposed program, list items to be purchased and indicate how much has been budgeted for the proposed acquisitions and schedule of acquisitions.

7. FACULTY

List the name and qualifications of each faculty member, for each course in the major and for each new, required non-major course, using the tables on this and the following page. Identify the core faculty responsible for the program with an asterisk. Graduate faculty must have an earned doctorate or otherwise demonstrate special competence. Faculty resumes should be available on request. These pages may be duplicated as needed.

Course Title (a)	No. of Credits (b)	Faculty Member(s) Assigned to Each Course. (Use "D" to Specify Program Director) (c)	Highest Earned Degree & Discipline, College or University (d)

Table 7 continued on next page

7. **FACULTY** (continued)

Relevant Occupational Experience (e)	Relevant other experience (such as certification/ licensure) (f)	Recent Scholarly Contributions (optional below baccalaureate level) (g)

8. Faculty Assignment

For each faculty member listed on the previous pages provide the information requested below.

Faculty Member	Title of Position at Institution	Full-time (FT) or Adjunct (Adj.) at the Institution	Full-time (FT) or Part-time (PT) in the Program	If Part-time in the Program, Specify Other Course Responsibilities	
				Titles of Courses Taught Which Are Not Part of the Program	Related Credits

9. Faculty To Be Hired

If faculty have not yet been retained, specify the number and title of new positions to be established and minimum qualifications:

Title of Position	Number of New Positions	Minimum Qualifications	Expected Hiring Date

10. ADMISSIONS

List the admission requirements for students in this program, including any special or optional admission requirements for this program. Describe how these requirements are intended to help assure that students are prepared to complete the program. Describe how the admission procedure will encourage enrollment by persons from groups historically underrepresented in the discipline or occupation.

THE FOLLOWING ITEMS PERTAIN ONLY TO PROGRAMS WITH CERTAIN CHARACTERISTICS.

11. **If this program will grant substantial credit for learning derived from experience**, describe the methods of evaluating the learning.
12. **If the program will be offered in a distance education format**, complete the “Individual Program Application” which can be found at web.nysed.gov/ocue/distance. (Scroll to the bottom of the home page and click on Individual Program Application.)
13. **If special accreditation will be sought for the program**, indicate how the program has been designed to meet the criteria of that accrediting agency by providing a comparison of the requirements of the accrediting agency with those of the program or provide a copy of the assessment of the program by the accrediting agency.
14. **If the proposal falls into any of the following four categories**, submit a copy of an evaluation of the program by a recognized expert in the field and of the institution’s response to the evaluation, along with any resulting modifications in the proposal (see Appendix N for the “Evaluation Report Form for Program Proposals”).
 - a. Special accreditation agency exists for the subject matter of the program but accreditation will not be sought.
 - b. The program’s subject matter represents a new or emerging field.
 - c. The program is in an allied health area, unless the institution can demonstrate that the program is accredited by an accrediting body for college-level programs in the field. (See Appendix H for common allied health areas.)
 - d. The program is a graduate program below the doctoral level.
15. **If the program will be advertised primarily as a transfer program**, provide copies of articulation agreements which specify the courses and credits that will be accepted in transfer and assure that graduates of the program can complete the upper-division portion of a baccalaureate program in two years of full-time study.
16. **If any of the program’s courses will be offered off-campus**, indicate the location and number of courses and related semester/clock hours offered.
17. **If the program would lead to as a Certificate, Diploma, Advanced Certificate, or Advanced Diploma**, indicate the program(s) to which the credits would apply.
18. **If the proposed program would lead to teacher certification in pupil personnel services or in administration or supervision:**
 - a. Provide an outline of each required and elective course in the proposed program that includes course prerequisites, objectives, content, and methods of evaluating student achievement.
 - b. List each of the requirements for that certificate and indicate briefly how the proposed program would meet each one. Include the requirement for candidates completing two clock hours of coursework or training in school violence prevention and intervention, in

accordance with section 3004 of the Education Law, and two clock hours of coursework or training regarding the identification and reporting of suspected child abuse or maltreatment, in accordance with the requirements of sections 3003 and 3004 of the Education Law.

- c. Describe the provisions for field experience and practica, including supervision.
- d. Describe how the proposed curriculum is intended to address the identified shortage areas of the State.
- e. Describe plans to recruit and retain students, including members of groups historically underrepresented in these fields.
- f. Describe the provisions to assure that each student has the instructional and other support needed to complete the program.
- g. Describe provisions for career counseling and job placement services for students.

If the program will lead to certification as a classroom teacher, use the “Application Form for Registration of a Teacher Education Program” instead of this document, available at www.highered.nysed.gov/ocue/tetappl.htm. New teacher education programs may also require charter amendment and/or master plan amendment. See the Supplement to the Application Form for a description of what requires master plan amendment and charter amendment, respectively, and for a description of the information that needs to be submitted in connection with these procedures.