

## Changes in a Currently Registered Program

Approval must be sought from the Office of College and University Evaluation for a proposed change in a currently registered program as indicated in the table below. For changes not requiring approval, please notify the Office as soon as possible, but no later than December 31st each year, of any changes in a program since the last official registration of curricular changes for the program. Use the **Request for Change in a Currently Registered Program** form on page 3: (1) to request approval or (2) to notify the Office of changes that do not require approval. If you have any questions about a proposed change, please call (518) 474-1551.

TYPE OF CHANGE	APPROVAL REQUIRED
1. A change that does not alter the focus or design of an associate or baccalaureate degree program <u>and</u> reflects a cumulative curricular change of no more than 14 credits since the last registered approval of the program content (unless the change is the type noted in 2. below).	No
2. The following changes in the content of an associate or baccalaureate degree program regardless of the number of credits affected: <ul style="list-style-type: none"> <li>• adding an option or concentration</li> <li>• changing the program's focus or design, such as elimination of management courses in a business administration program</li> <li>• eliminating the requirement for an internship, clinical, cooperative education or other work-based experience</li> <li>• changing the liberal arts content to less than the percentages required for the degree in Section 3.47(c)(1-4) of <a href="#">Regents Rules</a>.</li> </ul>	Yes
3. Any change in a graduate program.	Yes
4. A change in the major disciplinary area in which the program falls. (See Appendix F) Some examples are: from Criminalistics (Social Sciences) to Forensic Chemistry (Physical Sciences) from Health Sciences (Biological Sciences) to Health Promotion and Science (Health Professions).	Yes
5. A change in the location at which a complete program is offered.	Yes
6. Any change in the courses required for a program as registered that leads to, or is proposed to lead to, <u>teacher certification</u> .	Yes
7. A program title change	Yes
8. Discontinuance of a program in which no students are enrolled. *For joint programs, both institutions need to notify the Office.	No*
9. Discontinuance of a program in which there are students still enrolled. Indicate a date when all students are expected to complete the program.	Yes
10. A change in award (degree title) to which program leads (e.g., from a BS to a BBA).	Yes
11. A format change that may result in a change in the program's financial aid eligibility (e.g., from day to evening, from full-time to part-time).	Yes

TYPE OF CHANGE	APPROVAL REQUIRED
12. A proposal to change a non-licensure-qualifying program to one that is licensure qualifying.	Yes
13. A proposal to offer two registered programs as a time-shortened dual program (e.g., a BS and a 2-year MS combined as a five-year BS/MS).	Yes
14. A proposal to change any certificate, diploma, or advanced certificate program.	Yes

#### PLEASE NOTE

If the requested changes result in the reclassification of the program into a different major subject area and if this represents the first program offered by your institution in that major subject area, approval of the changes may also require application for a **master plan amendment (MPA)**, since this is a significant change in the institution's academic mission. Please consult Appendix D for a listing of the ten major subject areas and instructions for requesting an MPA, if appropriate.

If you are requesting a **change in degree award** to a degree title which is not authorized in your institution's charter, approval of this change may also require application for a **charter amendment**. If this condition applies, see Appendix E for details on applying for a charter amendment.

## Request for Change in a Currently Registered Program

A. Name of institution:

Specify campus where program will be offered, if other than the main campus:

B. CEO or designee\*

Name and title:

Signature and date:

C. Contact person, if different

Name and title:

Telephone:

Fax:

E-mail:

D. Current program title

E. Current award:

F. Current HEGIS code:

G. Program code:

H. If this program currently leads to teacher certification, indicate the current certificate area(s):

I. Complete if applicable:

Proposed award (i.e., degree or certificate):

Proposed title of program:

Proposed addition/change in certification:

Proposed change in format/delivery mode

(describe availability of courses and any change in faculty, resources, or support services):

Proposed new location:

(Describe availability of courses, faculty, facilities, and support services; may require MPA.)

J. For a curriculum change:

(a) Indicate courses to be added/deleted with a brief rationale.

(b) Provide curricular outlines of the current program and the proposed revised curriculum, underlining the changes.

K. For any new course not described in the catalog, provide a copy of the syllabus and list the name, qualifications, and relevant experience of the faculty member who will teach the course.

L. For a request to add or change a program format, show the sequencing and scheduling of courses in the program by using Table 4 on pages 6 and 7.

## Appendix A - Glossary

**award:** the degree or certificate granted for completion of an academic program e.g., Master of Business Administration (M.B.A.), Bachelor of Arts (B.A.), Associate in Science (A.S.).

**branch campus or interinstitutional program:** a unit of an institution located at a place other than the institution's principal center or at another degree-granting institution, at which the institution offers one or more curricula leading to a certificate or degree.

**certificate:** a credential issued by an institution in recognition of the completion of a curriculum other than one leading to a degree.

**course:** an organized series of instructional and learning activities dealing with a subject.

**credit:** a unit of academic award applicable towards a degree offered by the institution.

**curriculum or program:** 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.

**distance education:** formal education activity in which the student is separated by a distance from the source of the instruction, and usually from the associated support services (e.g., library, academic advising) as well. Most but not all distance education involves the use of one or more technological delivery systems.

**dual program:** one program leading to two degrees offered by a single institution (e.g., BS/MS).

**extension center or interinstitutional center:** a unit of an institution located at a place other than the institution's principal center or at another degree-granting institution, at which the institution does not offer any curricula leading to a certificate or degree, but at which the institution conducts more than 15 courses for credit or has more than 350 course registrations for credit in any academic year.

**extension site or interinstitutional site:** a unit of an institution located at a place other than the institution's principal center or at another degree-granting institution, at which the institution does not offer any curricula leading to a certificate or degree, and at which the institution conducts no more than 15 courses for credit and has no more than 350 course registrations for credit in any academic year.

**evening format:** all requirements for the degree or other award must be offered during evening study.

**weekend format:** all requirements for the degree or other award must be offered during weekend study.

**evening/weekend format:** all requirements for the degree or other award must be offered during a combination of evening and weekend study.

**initial degree program:** the first college degree program the institution is authorized by the Regents to offer.

**institutional representative/designated person:** the individual designated by the institution as the official liaison with the Office of College and University Evaluation of the State Education Department on all matters having to do with submission and approval of proposals for new programs, changes or discontinuances, as well as with institutional review and accreditation by the Board of Regents.

**jointly-registered program or program offered jointly:** one program that is offered by two or more institutions.

**new level of study:** a degree level above the highest level the institution is currently authorized to offer (e.g., master's degree for a baccalaureate-level institution).

**program title:** the name of the degree or certificate program, usually indicating the subject field of the program or the major, e.g., Human Resource Management, Latin American Studies, Chemistry.

**registration:** approval by the State Education Department of a curriculum in an institution of higher education for general purposes, for admission to professional practice, or for acceptance toward a credential issued by the department or by the institution.

**semester hour:** a credit, point, or other unit granted for the satisfactory completion of a course which requires at least 15 hours (of 50 minutes each) of instruction and at least 30 hours of supplementary assignments, except as otherwise provided pursuant to section 52.2(c)(4) of the Commissioner's [Regulations](#). This basic measure shall be adjusted proportionately to translate the value of other academic calendars and formats of study in relation to the credit granted for study during the two semesters that comprise an academic year.