THE STATE EDUCATION DEPARTMENTUNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

Office of College and University Evaluation

Submission Instructions

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

- 1. Create a single PDF document that includes the following documents:
 - x The completed Application for the Registration of New Graduate and Undergraduate Curricula/Programs, with all required signatures included;
 - x Any request for a Master Plan Amendment and associated information and materials that may be required concerning this program proposal (see b@tow);ID 9 >>BDC 12 MC /P <1 >>BD>>BDC4 ()Tj EMC /P <</M<</MCID 16 >>

General Information

Attestation and Assurances

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

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

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

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

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

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

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

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

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

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

CHIEF ADMINISTRATIVE or ACADEMINICE/RPROVOST	
Signature	Date
Type or print the name and titlef signatory	Phone Number

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

Program Purpose, Objectives and Targets

Program Purpose							
<u>Department Expectation</u> : Clearly define a program purpose that is aligned to the degree award and program title.							
Program Objectiv	es						
			etween 1 and 3 progr aligned with the pro				
1.							
2.							
3.							
Program Targets	-						
			realistic enrollme nat are connected to				
success of stude	nts and facul	ity in a	chieving such goals	s and	objectives of	the program are	
determined. Note: There are not specific Department defined targets required for the registration of curricula. The Department expects institutions to establish targets that reflect the							
espoused quality of the program, and to periodically and systematically review such targets are they related to program implementation.							
Enrollment Projections: The Department assumes that Year 5 enrollment projections will be							
full-capacity relative to existing and new resources planned.							
Year 1	Year 2		Year 3		Year 4	Year 5	
Annual Retention Rate Target (%)		Target	et graduation rate (%)		Target Job Pla	Target Job Placement Rate (%)	
					1		

Curriculum and Course Information

Please provide the following:

1. The applicable sample student program schedule table:

xTable A: Undergraduate Program Schedule; or

xTable B: Graduate Program Schedule

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

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

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

Table A: Undergraduate Program Schedule

f Indicate academic calendar type: \square

Table B: Graduate Program Schedule

f Label each term in sequence, co	☐ Semester ☐ Quarter ☐ Trimester nsistent with the institution's academic cale cal student may progress through the progr	ndar (e.g., Fall 1, Spring 1, Fall 2)	
Term:		Term:	
Course Number & Title	Credits New Prerequisite(s)	Course Number & Title	Credits

Faculty Information

Existing Core Faculty

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

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

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

Faculty Member Name, Title, and Rank	Courses to be taught	Full-time or Part- time; if Full-time identify % of time to the program	Highest Earned Degree, Discipline, IHE	Additional qualifications which demonstrate professional competence relative to the specific program.

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

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