Application to Add the Distance Education Format
To a New or Registered Program[1]

This application should NOT be used to add the Distance Education Format to the following types of programs or proposals:

- Programs Preparing Teachers, Educational Leaders, and Other School Personnel

The application materials for those types of proposals can be found at:
http://www.nysed.gov/college-university-evaluation/register-or-change-program

Doctoral programs: please contact the Office of College and University Evaluation.

Directions for submission of application:

1. For an application to add the distance education format to an existing general academic (non-licensure) program :

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

   - Application to Add the Distance Education Format
   - CEO (or Designee) Approval Form

   Attach the PDF document to an e-mail and send to:

   > OCUERevAdmin@nysed.gov

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

   Institution Name, Distance Education Format, Degree Award, and Program Title

   E.g., Subject: AAA College, Distance Education Format, Master of Science, English Literature

2. For an application to add the distance education format to a proposed general academic (non-licensure) program :

   Complete the form and include it in the application PDF document.

3. For proposals to add distance education to a proposed or existing program in a licensed profession or a related field, complete this distance education form but submit it to the Office of the Professions.

Task 1 Institution and Program Information: Complete this task   for applications to add the distance education format to an e<u>xisting</u>   program.

Program Information for Existing Programs: Program information should reflect the information found on the [Inventory of Registered Programs](#)	
Program Code: (for [registered programs](#) only)	
Program Title:	
Degree Award:	
[HEGIS code](#):	

Contact Information	
Name of contact person	
Title of contact person:	
Telephone	
Fax:	
Email:	

1. Anticipated enrollment in distance program	
Initial Enrollment:	Maximum by year 3:

2. Program Information
a). Term length (in weeks) for the distance program:
b). Is this the same as term length for the classroom program?   ☐ Yes ☐ No
c). 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) Answer:
d). What proportion of the program will be offered in Distance Education format? Answer:

    e). What is the maximu Q 42 44e f 57Artifact <</MCID 69 >>BDC 1 scn 36.48 441.48 539.04 31.08 re f*

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?

Answer:

II. Learner Support

1.

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