

THE STATE EDUCATION DEPARTMENT ~~THE~~ UNIVERSITY 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 below);

## General Information

Institution (Legal Name)	Institution CTde
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## 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.<sup>3</sup>

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 ACADEMIC OFFICER/PROVOST	
Signature	Date
Type or print the name and title of signatory	Phone Number

<sup>3</sup> 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

<p><b>Program Purpose</b></p> <p><u>Department Expectation:</u> Clearly define a program purpose that is aligned to the degree award and program title.</p>				
<p><b>Program Objectives</b></p> <p><u>Department Expectation:</u> Articulate between 1 and 3 program-level (curriculum-level) objectives that are clearly defined and directly aligned with the program purpose and proposed degree award.</p>				
1.				
2.				
3.				
<p><b>Program Targets –</b></p> <p><u>Department Expectation:</u> Establish realistic enrollment, retention, graduation, and job placement targets for this program that are connected to the reviewing system by which the success of students and faculty in achieving such goals and objectives of the program are determined. <u>Note:</u> 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.</p>				
<p><u>Enrollment Projections:</u> The Department assumes that Year 5 enrollment projections will be full-capacity relative to existing and new resources planned.</p>				
Year 1	Year 2	Year 3	Year 4	Year 5
Annual Retention Rate Target (%)		Target graduation rate (%)		Target Job Placement Rate (%)

## 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 new 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:

## Table B : Graduate Program Schedule

- f* Indicate academic calendar type:  Semester  Quarter  Trimester  Other (describe):
- f* Label each term in sequence, consistent with the institution's academic calendar (e.g., Fall 1, Spring 1, Fall 2)
- f* Use the table to show how a typical student may progress through the program; copy/expand the table as needed.

Term:				Term:			
Course Number & Title	Credits	New	Prerequisite(s)	Course Number & Title	Credits		





