

GUIDELINE FOR REVISION OF EXISTING GRADUATE ACADEMIC PROGRAMS

The State Education Department requires re-registration of a program in which significant changes are made:

New registration shall be required for any existing curriculum in which major changes are made that affect its title, focus, design, requirements for completion, or mode of delivery. §52.1(h). Regulations of the Commissioner of Education

A major change for a graduate program may involve 9 or more required (non-elective) credits, or a change in focus (e.g., biological sciences to health professions), a change in location, or a change in format (e.g., day to evening). Any change to a program leading to New York State teacher certification or licensure is considered major.

For each existing program for which a *major* change is requested, the following minimal information should be provided under the signature of the campus president or chief academic officer and addressed to the Provost of the University:

- 1) The name of the program (by *registered* title), the award, and the SED program code number from the SED *Inventory of Registered Programs*. If the program leads to teacher certification, indicate the current certificate area and level. If the program leads to New York State licensure, please state.
- 2) The rationale or need for the change. The most compelling rationale is grounded academically, often arising from the results of ongoing assessment, changes in quality standards, or comparative market information.

If the program leads to certification in classroom teaching, describe how the proposed change is consistent with the standards for certification in §52.21(b) of the *Commissioner's Regulations*. State how the proposed change is consistent with the University's *New Vision in Teacher Education*, available at: <http://www.sysadm.suny.edu/provost/teachered.htm>, and with the standards for the accreditation of the program by your chosen national accrediting body.

- 3) Curriculum outline of the current program and of the proposed revised curriculum, with changes in program (e.g., courses added, deleted) clearly noted.
- 4) Course outlines for new courses. Indicate prerequisites, the frequency with which the course is offered, and the name, faculty rank, and status of the instructor(s). If none, please so state.
- 5) For new faculty teaching new courses, provide brief résumé(s). If no new faculty are required, please state.
- 6) Description of any additional costs. If none, please explain.
- 7) Effective date of the change in the program. If the current program needs to remain registered until students have graduated (or have been otherwise accommodated), please indicate the anticipated effective date of discontinuance by which time all matriculants will have cleared the program.