Changes and Adaptations Requiring State Education Department Approval

Changes in Program Content (all programs)

1. Any of the following substantive changes:

    ƒ Cumulative change from the Department's last approval of the registered program of one-third or more of the minimum credits required for the award (e.g., 20 credits in an associate degree program)

    ƒ Changes in the program's focus or design (e.g., eliminating management courses in a business administration program), including a change in the program's major disciplinary area

    ƒ Adding or eliminating an option or concentration

    ƒ Eliminating a requirement for completion, including an internship, clinical, cooperative education, or other work-based experience

    ƒ Altering the liberal arts and science content in a way that changes the degree classification, as defined in Section 3.47(c)(1-4) of Regents Rules

Other Changes (all programs)

2. Program title

3. Program award (e.g., change in degree)

4. Mode of delivery (**Note**: if the change involves adding a **distance education format** to a registered program, please complete the Application to Add the Distance Education Format to a New or Registered Program.)

5. Discontinuing a program

6. A format change that alters the program's financial aid eligibility (e.g., from full-time to part-time, or to an abbreviated or accelerated semester)

7. A change in the total number of credits of any certificate or advanced certificate program

Establishing New Programs Based on Existing Registered Programs

8. Creating a dual-degree program from existing registered programs

9. Creating a new program from a concentration/track in an existing registered program

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Request to Change or Adapt a Registered Program	
Item	**Response** (type in the requested information)
Institution name and address	Additional information: ƒ Specify campus where program is offered, if other than the main campus:
Identify the program you wish to change	Program title: Award (e.g., B.A., M.S.): Credits: HEGIS code: : Program code:

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1 If any students do not complete the program by the proposed termination date, the institution must request an extension of the registration period for the program or make other arrangements for those students.

Establishing New Programs Based on Existing Registered Programs

[ ]   **Creating a dual-degree program** from existing registered programs

a) Complete the following table to identify the existing programs:

	Program Title	**Degree Award**	**Program Code**
Program 1			
Program 2			

b) Proposed dual-degree program (title and award):[2]

c) Courses that will be counted toward both awards:

d) Length of time for candidates to complete the proposed program:

e) Use Task 3: Sample Program Schedule from Application for Registration of a New Program to show the sequencing and scheduling of courses in the dual-degree program.

[ ]   **Creating a new program from a concentration/track in an existing program**.

If the new program is based *entirely* on existing courses in a registered program, provide the current program name, program code, and the following information:

Note: this abbreviated option applies only if a master plan amendment is NOT required *and* there are no new courses or changes to program admissions and evaluation elements. If these conditions are not met, submit a new registration application for the proposed program.

a) Information from the Application for Registration of a New Program:

Task 1 and Task 2a

Task 3 - Sample Program Schedule

Task 4 - Faculty information charts (full-time faculty, part-time faculty, and faculty to be hired)

b) Brief description of the proposed program and rationale for converting the existing coursework to a separately registered program:

c) Expected impact on existing program:

d) Adjustments the institution will make to its current resource allocations to support the program:

e) Statement confirming that the admission standards and process and evaluation methods are the same as those in the existing registered program.

Note: if the change involves **establishing an existing registered program at a new location**, complete a new registration application for the proposed program.

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[2] Only candidates with the capacity to complete the requirements of both degrees shall be admitted to a dual-degree program.