**ADDING DISTANCE LEARNING FORMAT TO A CURRENTLY REGISTERED PROGRAM**

Six (6) important steps to follow to add a distance education format to a currently registered program:

* Step #1: Review [Guidance Document](http://www.highered.nysed.gov/ocue/aipr/guidance/gpr17.html)
* Step #2: Complete [Application to add Distance Learning to a currently registered program](file:///C:\Users\kdsdfp\Desktop\HET-DE-June2014.docx)
  + **IMPORTANT:** You do NOT NEED TO ANSWER THE QUESTIONS IN **PART A**
  + Sample responses for you to consider for questions in Part B can be found at [RIT Standard Answers for Distance Ed Forms](file:///C:\Users\kdsdfp\Documents\Website%20Revisions\RIT%20Standard%20Answers%20for%20Distance%20Ed%20Forms%20March%202013%20rev%209%2014.docx).
* Step #3: Save the Application Form and the information you have provided as a file on your computer
* Step #4: Submit an electronic copy of the Application Form to your Program Chair and Dean
* Step #5: Your Dean will forward a request to the Senior Associate Provost to register this information with NYSED
* Step #6: The Office of the Senior Associate Provost will contact the proposer to finalize submission requirements and other information needed for NYSED