**NYSED Application for Registration of a New Degree Program Form FAQ’s**

**Q:** Who chooses and approves the HEGIS Code for new programs?

**A:** Institutional Research provides the HEGIS Code for new programs and the Office of the Senior   
 Associate Provost enters the code on the [NYSED Application for Registration of a New Degree   
 Program](https://www.rit.edu/academicaffairs/academicprogrammgmnt/sites/rit.edu.academicaffairs.academicprogrammgmnt/files/images/HET-CoreApp-final.docx) form.

**Q:** The Academic Affairs website says to submit the new course outlines as a Word doc, but the State form says they should be a PDF. Which one should I send?

**A:** Please send new course outlines to the Office of the Senior Associate Provost as a word document.  Our office will convert to a PDF document when it is ready to be submitted to NYSED

**Q:** Can I attach the Outcomes Assessment Plan separately? It doesn’t look like it can be cut and pasted into the form.

**A:** You can attach the assessment plan. Label it as Attachment I.  In the appropriate spot on the NYSED Form reference “SEE ATTACHMENT I”

**Q:** Can other documents be attached to the NYSED Application for Registration of a New Degree Program form?

**A:** Yes, other attachments may be added. Please number them sequentially and indicate on the Application Form in the section requiring the attachment to “SEE ATTACHMENT #”.

**Q:**    Do I have to rekey/retype all the information into Table 1a and the Faculty tables 2-4? I noticed that   
 the cut and paste doesn’t move formatting like tables.                  
**A:** You can cut and paste, however, you may have to do 1 line at a time.  Paste your responses into the   
 grayed out portion of the table for each entry.