

Checklist for Substantive Changes to a Currently Registered Program

Directions: Use this checklist if the cumulative changes since NYSED approval and registration are one-third or more of the minimum total required credits for the program (e.g. 20 credits if a 60 credit Associate Degree program, etc.) Follow the steps below in the order indicated:

- Prepare Revised Program Materials:
 - Seek Guidance on Process from your College's Associate Dean
 - Confer with Vice Provost on any Questions/Concerns
 - Make appropriate changes to Table 1 document(s)
 - Create a side-by-side table that clearly shows the changes to courses in the program
 - Complete the applicable [NYSED Change or Adapt a Registered Program Form](#) (note that [Professional Education programs use a special form](#))

REMEMBER TO GET REQUIRED SIGN OFFS BEFORE ICC/GC REVIEW:

- Consultation and sign-off by Enrollment Management required if your change involves the renaming of a degree program
- Consultation and sign-off on updated [Program Level Outcomes Assessment Plan](#) by the Office of Educational Effectiveness Assessment
- Move Program Proposal through Curriculum Review Stages:

	<u>Date Approved</u>
<input type="checkbox"/> Department	_____
<input type="checkbox"/> College	_____
<input type="checkbox"/> ICC or GC	_____
<input type="checkbox"/> Academic Senate	_____
- Secure Provost Approval to Send to NYSED (Dean's Role)
- Send NYSED registration materials to Vice Provost ([Further Information Here](#))
- Anticipated start term for revised program: _____