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:
  ☐ Department
  ☐ College
  ☐ ICC or GC
  ☐ 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: _______________