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| Program Addition/Modification Action Form |
| |  |  | | --- | --- | | **1. Date:** Date | | | **2. Type of Action (check all that apply):** | | | **Modify** Percent**% of program credits (< 33%\* or** **> 33%†)** **Add new program†**  *Include cumulative percentage since last NYSED submission in Support Letter* | | | **Add or delete concentration(s) or work-based experience;**  **change title, degree type, focus, design or mode of delivery‡** | **Add electives to Table A/B list\*** | | **3.** **Program Title:** Program Title | **Program code:** Program Code | | **4. How many courses are included in this program addition/modification?** Number of Courses | | | *List all courses to be added/modified/deleted on the next page of this form.* | | | **5.** **Department:** Department | | | **6.**  **Department Chair’s Letter of Support received describing curriculum action(s) being proposed and**  **including statement regarding the cumulative change to program credits since last NYSED approval.** | | | **7. Department Chair’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_** | | | *Please submit this signed form to NTID Curriculum Resource Associate for further processing.* | | | **8. Submitted to the NCC: \_\_\_/\_\_\_/\_\_\_** | | | **9. A. NCC Action: \_\_\_/\_\_\_/\_\_\_** | | | **\_\_\_\_ Vote to Recommend Approval with no revision** | | | **\_\_\_\_ Vote to Recommend Approval - Revisions Necessary Revisions received: \_\_\_/\_\_/\_\_\_** | | | **\_\_\_\_ No vote taken - Returned for Revision Revisions received: \_\_\_/\_\_/\_\_\_** | | | **\_\_\_\_ Vote to Recommend Disapproval** | | | **Comments:** | | | **B. NCC Action: \_\_\_/\_\_\_/\_\_\_ (if resubmitted)** | | | **10.**  **NCC Chair’s Letter describing final NCC recommendation received.** | | | **11. NCC Chair’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_** | | | **12. Submitted to the Dean through the Associate VP for Academic Affairs (AVPAA) Date: \_\_\_/\_\_\_/\_\_\_** | | | **13. AVPAA’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_** | | | **14. Dean’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_** | | | **15. Submitted to the ICC/Grad Council Date: \_\_\_/\_\_\_/\_\_\_ Date Approved: \_\_\_/\_\_\_/\_\_\_** | | | **16. Submitted to Academic Senate with Executive Summary Date: \_\_\_/\_\_\_/\_\_\_ Date Approved: \_\_\_/\_\_\_/\_\_\_** | | | **17. Submitted to Provost/Vice Provost with letter from Dean Date: \_\_\_/\_\_\_/\_\_\_** | | | **18. Submitted to NYSED via Provost/Vice Provost Date: \_\_\_/\_\_\_/\_\_\_ Date Approved: \_\_\_/\_\_\_/\_\_\_** | | | **19. Submitted to NTID Student Records/Registrar Date: \_\_\_/\_\_\_/\_\_\_ After NYSED Approved Date: \_\_\_/\_\_\_/\_\_\_** | | | ***\* Approvals: Dept., NCC, AVPAA, NTID Registrar*** | | | **† *Approvals: Dept., NCC, AVPAA, Dean, ICC/Grad Council, Academic Senate, Provost/Vice Provost, NYSED*, *NTID Registrar*** | | | **‡ *Approvals: Dept., NCC, AVPAA, Dean, Provost/Vice Provost, NYSED,* *NTID Registrar*** | | |

**Program Addition/Modification Action Form** *(continued)*

**List all courses to be added/modified/deleted\*\* as part of a program addition/modification:**

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| **Select Add, Modify,  Delete from program (Keep active in SIS),**  **Delete from program and Deactivate in SIS** | **Course Title** | **Course Number** |
| Select | Course Title | Course # |
| Select | Course Title | Course # |
| Select | Course Title | Course # |
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| Select | Course Title | Course # |

\*\*To deactivate a course in SIS, submit the course outline, select ‘Deactivated’ and effective date in Section 1. If the course that is deleted from the program and/or deactivated from SIS, is a pre-req on another course, a revised course outline for the other course must also be submitted.