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| Program Addition/Modification Action Form |
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| **1. Date:** Date |
| **2. Type of Action (check one):** |
|  [ ]  **Modify < 33% of program credits\*** [ ] **Add new program†**  [ ]  **Modify > 33% of program credits†**  |
|  [ ]  **Add or delete concentration(s) or work-based experience;**  **change title, degree type, focus, design or mode of delivery‡** | [ ]  **Add electives to Table 1a 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 describing curriculum action attached.** |
| **7. Department Chair’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_** |
| *Please submit this signed form to Associate Dean for Curriculum 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***  |

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**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 # |
| Select |  Course Title |  Course # |
| Select |  Course Title |  Course # |
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| Select |  Course Title |  Course # |
| Select |  Course Title |  Course # |
| 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.