



Responsible Office:

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ACADEMIC PROGRAM REGISTRATION

Application Title:

**Guidelines for the Approval and Registration of a
Revision to a Registered Program**

Release / Revision Date:

January 12, 2012

These guidelines apply to Cornell University:

- Undergraduate Colleges (submit to **Kristin Walker**)
- Graduate Fields (submit to **Jan Allen**)
- Professional Schools (submit to **Kristin Walker**)

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SUMMARY:

These guidelines describe the requirements for the official approval of a revision to a registered program by Cornell University and the official registration of a revision to a registered program by the State University of New York (SUNY) and/ or the New York State Education Department (NYSED).

All revisions to registered programs must be reviewed and approved internally by Cornell and externally by SUNY and/or NYSED.

A revision to a registered program may not be advertised on any web sites or in any other manner, or included in the Graduate School online application until they have been approved internally by Cornell and externally by SUNY and/or NYSED.

APPROVAL AND REGISTRATION PROCESS SEQUENCE:

UNDERGRADUATE AND PROFESSIONAL	GRADUATE
1. Office of Institutional Research and Planning	1. Dean of the Graduate School
2. Faculty Senate	2. General Committee of the Graduate School
3. Provost	3. Provost
4. Board of Trustees	4. Board of Trustees
5. SUNY and/or NYSED	5. SUNY and/or NYSED
6. Office of the University Registrar	6. Office of the University Registrar

PROPOSAL FORMAT:

PROPOSAL SUBMISSION DATE AND APPROVALS FOR A REVISION TO AN EXISTING PROGRAM			
Date of Proposal Submission:			
Signature of Undergraduate Department Chair or Director of Graduate Studies:			
Signature of College or School Dean:			
CONTACT INFORMATION FOR THE EXISTING REGISTERED PROGRAM			
	Name	Email	Phone
Department / Field:			
College or School Dean:			
DEGREE INFORMATION FOR THE EXISTING REGISTERED PROGRAM			
Degree Title:			
Award (BS, MS, PhD):		Total Credits:	
PROGRAM FORMAT OF THE EXISTING REGISTERED PROGRAM			
Format:	<input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Weekend <input type="checkbox"/> Evening/Weekend <input type="checkbox"/> Not full-time		
Mode:	<input type="checkbox"/> Standard <input type="checkbox"/> Independent Study <input type="checkbox"/> Accelerated <input type="checkbox"/> Distance Education		
Other:	<input type="checkbox"/> Bilingual <input type="checkbox"/> Language Other Than English <input type="checkbox"/> Upper Division Program		
OFF CAMPUS INSTRUCTION OF THE EXISTING REGISTERED PROGRAM			
Is this program or any constituent courses currently offered off campus?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, specify the number of courses and related credits:	Courses:		Credits:
If yes, provide the address of the off campus location:			
SPECIAL ACCREDITATION, LICENSURE, AND/OR CERTIFICATION OF THE EXISTING REGISTERED PROGRAM			
Is this program currently accredited by a specialized accrediting agency?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, by what accrediting agency?			
Does this program lead to certification or licensure?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, by what field or specialty?			
JOINT REGISTRATION OF THE EXISTING REGISTERED PROGRAM			
Is this program offered jointly with another institution?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, specify the partner institution's name:			
If yes, provide the name and title of partner institution's CEO:			
If yes, provide the signature of partner institution's CEO:			

CHANGES IN THE CONTENT OF AN EXISTING REGISTERED PROGRAM

Check all changes that apply. Provide a side-by-side comparison of the existing and newly modified programs.

- Cumulative change from the department's last approval of the registered program that impacts one-third or more of the minimum credits required for the award
- Changes in a program's focus or design
- Adding or eliminating an option
- Eliminating a requirement for program completion
- Altering the liberal arts and science content in a way that changes the degree classification, as defined in Section 3.47(c)(1-4) of [Regents Rules](#)

If new courses are being added as part of the noted change(s), provide a syllabus for each new course and list the name, qualifications, and relevant experience of faculty teaching the course(s). Syllabi should include a course description and identify course credit, objectives, topics, student outcomes, texts/resources, and the basis for determining grades.

OTHER CHANGES TO AN EXISTING REGISTERED PROGRAM

Check all changes that apply.

- Change in the **program title** (e.g., from Computer Science to Computer and Information Science)

Current:		Proposed:	
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- Change in the **program award** (e.g., from BA to BS, from MS to MPS)

Current:		Proposed:	
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- Change in the **mode of delivery** (e.g., from standard to accelerated, from standard to distance education, from standard to independent study)

Current:		Proposed:	
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Note: If the change involves adding a **distance education format** to a registered program, please complete the distance education application.

- Change in the **program format** (e.g., from full-time to part-time, from day to evening)
 - a) Indicate proposed format:
 - b) Describe availability of courses and any change in faculty, resources, or support services:
 - c) Show the sequencing and scheduling of courses in the program. (Use Table 1: Sample Program Schedule at the end of this document.)

ESTABLISHING NEW PROGRAMS BASED ON EXISTING REGISTERED PROGRAMS

CREATING A DUAL DEGREE PROGRAM FROM EXISTING REGISTERED PROGRAMS:

a) Complete the following table to identify the existing programs:

	Program Title	Degree Award
Program 1		
Program 2		

- a) Proposed dual-degree program (title and award):
- b) Courses that will be counted toward both awards:
- c) Length of time for candidates to complete the proposed program:
- d) Show the sequencing and scheduling of courses in the dual-degree program. (Use Table 1: Sample Program Schedule at the end of this document.)

CREATING A NEW PROGRAM FROM A CONCENTRATION / TRACK IN AN EXISTING PROGRAM:

Note: This abbreviated option applies only if there are no new courses or changes to program admissions and evaluation elements. If these conditions are not met, submit a new registration application for the proposed program.

If the new program is based *entirely* on existing courses in a registered program, provide the following information:

Current Program Name:		Current Program Code:	
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- a) Table 1: Sample Program Schedule form and faculty information charts (Table 2: Full-Time Faculty, Table 3: Part-Time Faculty, and Table 4: Faculty to be Hired) at the end of this document.
- b) Brief description of the proposed program and rationale for converting the existing coursework to a separately registered program:
- c) Expected impact on existing program:
- d) Adjustments the institution will make to its current resource allocations to support the program:
- e) Statement confirming that the admission standards and process and evaluation methods are the same as those in the existing registered program:

Note: If the change involves establishing an existing registered program **at a new location**, complete a **new registration application** for the proposed program.

I. Proposal Narrative

Prepare a one- to two- page summary of the proposal which *briefly* sets forth: the title of the proposed program and the degree to which it leads; the purpose and goals of the program and its relationship to the mission of the

institution and to existing offerings of the institution; the curriculum; any unique characteristics of the program; requirements for admission to the program; the nature of the prospective student body (geographic origin, age, racial/ethnic characteristics, any other pertinent information); projected (full- and part-time) enrollment in the program's first and fifth year of operation; faculty, facilities including library, equipment, and other academic resources available, and planned to be acquired, to support the proposed program; prospects for employment/further education for the program's graduates; and, any additional basis of need for the program. Indicate the preferred beginning date of the program (i.e., enrollment date).^[1]

II. Rationale and Need

Provide the rationale and need for the change, keeping in mind that the most compelling rationale is grounded academically, often arising from the results of ongoing assessment, changes in quality standards, or comparative market information.

II. Effective Date

What is the effective beginning date of the proposed curricular change (i.e., the preferred date of first enrollment under the proposed changes?) What is the termination date (or review/ renewal date) of this program, if applicable? How long will currently registered students have to complete a degree under the current structure? (Please consider the needs of students on leave.)

III. Curricular Information

Provide a curriculum outline of the current program and of the proposed revised curriculum, with changes in program (e.g., courses added, deleted) clearly noted. Course outlines for new courses. Indicate prerequisites, the frequency with which the course is offered, and the name, faculty rank, and status of the instructor(s). If none, please state.

V. Program Format

Change in Format or Delivery Mode:

If your proposal requires a change in format or delivery mode (e.g., distance learning), describe the availability of relevant courses, faculty, resources, and support services (including technical support) and address all questions related to registration, tuition and funding, and graduation. If your proposal is based, even in part, on distance learning technologies, please describe those and indicate the percentage of instruction that will be delivered through those technologies.

Change of Instruction Location:

If your proposal involves a change of (instruction) location, specify that location and describe the availability of relevant courses, faculty, resources, and administrative and student support services and address how all questions related to registration, tuition and funding, and graduation will be handled at the alternate location.

Revised Academic Calendar:

If your proposal involves a change in the program calendar (e.g., from two academic years to one calendar year), please describe that change in detail (including availability of relevant courses, faculty, resources, support services, and explain how all questions related to registration, tuition and funding, and graduation will be handled).

^[1] Please consult the current version of the [Code of Legislation of the Graduate Faculty](#) as needed when preparing your proposal. And please also note that the Graduate School cannot make additional fellowship support or stipends available as a result of this change, and does not permit pro-rated tuition.

In the context of a revised academic calendar, address the special needs of international students (e.g., obtaining visas and compliance with all immigration regulations). Address the resolution of grievances that might arise if, for example, an international student cannot meet the degree requirements in the allotted time because of program design.

Program Content and Structure:

Demonstrate that the program remains sound in terms of content as well as structure (i.e., minimum number of contact hours; required number of credits, courses, and registration units; availability of faculty, staff, and support services).

IV. Student Enrollment and Funding

Student Enrollment:

What is the projected enrollment when the program begins? What is the projected enrollment after five years? How were these projections determined? What planning has been made for the possibility that anticipated enrollment estimates are not achievable? Since the expected enrollment may affect the future campus enrollment composition and totals, estimate the impact of the program on total campus enrollment.

Student Funding:

Indicate the sources and amounts of funding for students for the duration of the degree program. Please address all costs associated with student enrollment (internal and external fellowships, assistantships, stipends, and financial aid) for both domestic and international students. Indicate the proportion of the student body in each category of support including those receiving no support.

For Graduate Proposals Only:

How many committee members is a student required to have? How many registration units are required for your degree program(s)?

VI. Staffing and Operations:

Department or Field Membership:

Does your department or field have endowed appointments only, contract appointments only, or both? Will the department or field membership change as a result of this proposal? If so, describe. Will any faculty need to make changes to their concentrations and areas of research?¹ (If this proposal involves a new department/field, or new/renamed subjects or concentrations, changes will be necessary; list which faculty will be members of which department, field, subject, concentration.)

Fiscal, Physical, and Human Resources:

Provide evidence that the institution has sufficient fiscal, physical, and human resources to support the changes proposed and to do so without diminishing the quality of existing programs. Elements to address will normally include the following: research and laboratory facilities and equipment; computer facilities and services; technical and secretarial services for students and faculty; and office, classroom, and study space. If there will be changes made to existing programs to support the proposed program, describe them and provide the rationale and plan. Specify a budget commitment that ensures that students will have the opportunity to complete the program. Describe special support facilities and unique resources.

New Faculty:

For new faculty teaching new courses, provide brief résumé(s). If no new faculty are required, please state.

¹ If yes, graduate faculty should be prepared to update their faculty cards on file with the Graduate School.

VII. INSTITUTIONAL CONTEXT

Explain the relationship of the proposed program to the stated mission of the institution. Describe the relationship between the new program and the ongoing programs. State anticipated effects on existing programs. Explain how negative effects, if any, will be mitigated. In the event the proposal does not receive University and/or State approval, how else might you accomplish the goals it represents? Describe the extent to which the institution will redirect resources to support the program, as well as the area(s) of the institution from which resources will be withdrawn.

ATTACHMENTS:

1. Attach results of a faculty vote (all field faculty with voting eligibility should be polled; address the thinking behind negative votes or abstentions.
 2. Attach support letters from your college/school dean and other relevant academic and administrative staff, including related programs at Cornell that might be affected (positively or negatively) by this program change.
 3. Attach copy text for eventual publication on your college/school website and on-line application.
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CONTACTS:

To revise a registered undergraduate or professional degree program, please contact [Kristin Walker](#), Manager of Academic Support, Institutional Research and Planning.

To revise a graduate degree program, please contact [Kat Empson](#), Assistant to the Dean, Graduate School.

AUTHORITY:

- [NYSICHE](#), Title 8, Chapter II: [Regulations of the Commissioner](#)
 - SUNY, [Office of Academic Affairs](#)
 - NYSED, [Office of College and University Evaluation](#)
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**CORNELL UNIVERSITY
REQUEST TO CHANGE OR ADAPT A REGISTERED PROGRAM**

College or School:		Date:	
Program Title:		Degree:	

Table 1: Sample Student Schedule

- Indicate **academic calendar** type: Semester Quarter Trimester Other (describe)
- Label each term in sequence, consistent with the institution's academic calendar (e.g., Fall 1, Spring 1, Fall 2)
- Use the table to show **how a typical student may progress through the program**; copy/expand the table as needed.

Term:		Check course classification(s)				Term:		Check course classification(s)			
Course Number & Title	Cr	LAS	Maj	New	Prerequisite(s)	Course Number & Title	Cr	LAS	Maj	New	Prerequisite(s)
Term credit total:						Term credit total:					
Term:		Check course classification(s)				Term:		Check course classification(s)			
Course Number & Title	Cr	LAS	Maj	New	Prerequisite(s)	Course Number & Title	Cr	LAS	Maj	New	Prerequisite(s)
Term credit total:						Term credit total:					
Term:		Check course classification(s)				Term:		Check course classification(s)			
Course Number & Title	Cr	LAS	Maj	New	Prerequisite(s)	Course Number & Title	Cr	LAS	Maj	New	Prerequisite(s)
Term credit total:						Term credit total:					
Term:		Check course classification(s)				Term:		Check course classification(s)			
Course Number & Title	Cr	LAS	Maj	New	Prerequisite(s)	Course Number & Title	Cr	LAS	Maj	New	Prerequisite(s)
Term credit total:						Term credit total:					
Program Totals:	Credits:	Liberal Arts & Sciences:		Major:		Elective & Other:					

Cr: credits LAS: liberal arts & sciences Maj: major requirement New: new course Prerequisite(s): list prerequisite(s) for the noted courses

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College or School:		Date:	
Program Title:		Degree:	

Table 2: Full-Time Faculty

Faculty teaching at the graduate level must have an earned doctorate/terminal degree or demonstrate special competence in the field. Provide information on faculty members who are **full-time at the institution** and who will be teaching each course in the major field or graduate program. The application addendum for professional licensure, teacher certification, or educational leadership certification programs may provide additional directions for those types of proposals.

Faculty Member Name and Title (include and identify Program Director)	Program Courses to be Taught	Percent Time to Program	Highest and Other Applicable Earned Degrees & Disciplines (include College/University)	Additional Qualifications: list related certifications/licenses; occupational experience; scholarly contributions, etc.

**CORNELL UNIVERSITY
REQUEST TO CHANGE OR ADAPT A REGISTERED PROGRAM**

College or School:		Date:	
Program Title:		Degree:	

Table 3: Part-Time Faculty

Faculty teaching at the graduate level must have an earned doctorate/terminal degree or demonstrate special competence in the field. Provide information on part-time faculty members who will be teaching each course in the major field or graduate program. The application addendum for professional licensure, teacher certification, or educational leadership certification programs may provide additional directions for those types of proposals.

Faculty Member Name and Title	Program Courses to be Taught	Highest and Other Applicable Earned Degrees & Disciplines (include College/University)	Additional Qualifications: list related certifications/licenses; occupational experience; scholarly contributions, etc.

**CORNELL UNIVERSITY
REQUEST TO CHANGE OR ADAPT A REGISTERED PROGRAM**

College or School:		Date:	
Program Title:		Degree:	

Table 4: Faculty to be Hired

If faculty must be hired, specify the number and title of new positions to be established and minimum qualifications.

Title/Rank of Position	No. of New Positions	Minimum Qualifications (including degree and discipline area)	F/T or P/T	Percent Time to Program	Expected Course Assignments	Expected Hiring Date

**CORNELL UNIVERSITY
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College or School:		Date:	
Program Title:		Degree:	

Table 5: Additional Costs

List **new** resources that will be engaged specifically as a result of the new program (e.g., a new faculty position or additional library resources). New resources for a given year should be carried over to the following year(s), with adjustments for inflation, if they represent a continuing cost.

New Expenditures	Year 1	Year 2	Year 3
Personnel			
Library			
Equipment			
Laboratories			
Supplies & Expenses (Other Than Personal Service)			
Capital Expenditures			
Other			
Total all			

Note: If no additional costs are required, please explain: