



Deputy Commissioner
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November 21, 2013

To: Chief Executive Officers/Presidents of Independent and Proprietary Degree Granting Institutions in New York State
Chancellor, State University of New York (SUNY)
Interim Chancellor, The City University of New York (CUNY)

From: John L. D'Agati 

Subject: Revised Electronic Program Proposal Process

I write to inform you of revisions to the Office of Higher Education's (OHE) process for the submission of general academic program proposals.

Since October 2012, institutions of higher education have been submitting most types of program registration proposals through OHE's electronic application portal. The implementation of the electronic portal resulted in clearer, more precise application forms and the production of a comprehensive guidance document. However, our assessment of the electronic portal's first year illuminated the need for a more user-friendly and less cumbersome platform.

As a result, we will be discontinuing the current electronic portal. In its place, we will sustain the convenience of electronic submissions by accepting proposals through a dedicated electronic mailbox. Over the next month, the new process will be implemented as follows:

1. General academic program proposals will continue to be submitted through the electronic portal through December 18, 2013.
2. Applications for the following actions will be posted on the OCUE website:
 - Registration of a new degree program (non-doctoral)
 - Registration of a new certificate or advanced certificate program
 - Addition of the distance education format to a new or existing registered program
 - Master Plan Amendment Supplement
 - External Review of Certain Degree Programs

3. Beginning December 18, 2013, institutions will submit program proposals through an electronic mailbox. A follow-up memorandum will be sent before that date.

Requests to change or adapt registered programs should continue to be submitted using the form available at: <http://www.highered.nysed.gov/ocue/documents/changesept09.doc>.

You will receive a separate memorandum describing the submission process for programs that prepare candidates for teacher, educational leadership and pupil personnel services certification.

Please communicate these changes to the appropriate personnel on your campuses. Thank you for your continued support as we continue to refine program registration processes.

- c: Chief Academic Officers, Independent and Proprietary Degree-Granting Institutions
Interim Provost and Vice Chancellor, SUNY
Executive Vice Chancellor and University Provost, CUNY