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**PROPOSAL FOR A SUBSTANTIVE CHANGE TO A REGISTERED PROGRAM**

Once the New York State Education Department (NYSED) has approved and registered a program, they need to be informed of certain changes that may later be made to the program. OVPAP can help determine if the requested changes require NYSED approval. Please use the grid below as a guide. **Please keep in mind that you may not alter the currently registered program until OVPAP and/or NYSED grants approval.** Please complete the form below and submit this document via APAS, the Academic Programs Approval System (apas.provost.columbia.edu). *Please note: Firefox is the recommended browser for APAS; functionality may be less optimal when using Internet Explorer or Chrome.*

*Please insert the requested information in the table below:*

|  |  |
| --- | --- |
| **Degree and Program Name:** |  |
| **Sponsoring School(s):** |  |
| **Proposed Start Date:** |  |
| **Name and Email Address of the Primary Contact Person for this Proposal:** |  |
| **Date of Proposal Submission:** |  |

For guidance on substantive changes, please see our website: <http://dp.vpaa.columbia.edu/post-approval-reviews/substantive-changes-new-york-state-education-department>**.**

*If you have any questions about how to complete this form, please contact* [*ovpap@columbia.edu*](mailto:ovpap@columbia.edu)*.*

**SUBSTANTIVE CHANGES TO REGISTERED PROGRAMS**

**CHANGES CHECKLIST**

Below is a list of changes that may require NYSED approval. Please check as many as apply.

**Cumulative change of one-third or more of the minimum credits required for the award**.

**Substantial change in the distribution of credits between partners in an already registered joint degree program** (e.g., increasing or decreasing the number of credits students take at the partner institution).

**Changes in a program’s focus or design** (e.g., the elimination of management courses in a Business Administration program)

**Adding or eliminating an option or concentration or track** (e.g., the addition of a concentration in Biophysics to a Physics program)

**Eliminating a requirement for program completion** (e.g., the elimination of the internship requirement)

**Altering the liberal arts and science content in a way that changes the degree classification** (e.g., increasing the number of liberal arts and sciences credit in a program leading to an Associate in Applied Science (A.A.S.) degree from 20 to 45, the minimum required for the Associate in Arts (A.A.) award)

**Program title** (e.g., Psychology to General Psychology). Program names **must** match the **official NYSED registered name**. If schools wish to call their program something that significantly departs from the official NYSED name, they must submit a name change request to NYSED.

**Program award** (e.g., B.S. to a B.A.)

**Mode of delivery** (e.g., a program leading to a master’s degree in two years is offered in an accelerated format, leading to completion in less than two years)

**Discontinuing a program** (e.g., enrollment has ceased and no resources are directed to the program, or a school wishes to delete this program from their inventory for another reason)

**Format change** (e.g., the requirements of a program offered completely during the day can now be completed during the evening)

**Establishing a dual degree program based on existing registered programs** (e.g., establishing a B.A. in Environmental Studies/M.P.A. in Public Administration)

**SUBSTANTIVE CHANGES TO REGISTERED PROGRAMS**

**RATIONALE**

Below please describe each of the proposed changes, one at a time, and provide a comprehensive rationale for each. The summary should typically be no more than 1-2 pages.