New York State Education Department  
New Major Registration Procedures

The full description of registration procedures appears in a document available on the Department’s web site at:

http://www.highered.nysed.gov/ocue/program%20registration%20procedures.htm

Summarized below are the pertinent sections from that document that need to be addressed in any new program proposal we send to the State. The New Major Proposal must include the following sections:

- A summary of the proposed major, including a program mission statement, educational objectives for students, and a description of how the major relates to other registered programs at the College.
- A listing of a) the required course numbers, titles, and credit hours, including any field experiences or capstone courses; b) elective courses for the major. Include course numbers, titles, and credit hours.
- Curriculum Committee proposal forms for any new or revised courses, with a copy of the syllabus attached. For existing courses, current Catalog descriptions should be included on separate sheets.
- A sample program, with a delineation of how and when students could complete the requirements for the degree. This sample program must include all 8 semesters and show how students could potentially meet all-College requirements as well as major requirements.
- A description of an assessment plan, showing the criteria department will use to “evaluate the academic quality and effectiveness of the proposed program.” This can include any appropriate measures of success (graduation rates, evidence of student achievement, placement data if appropriate, graduates’ accomplishments, departmental reviews, etc.) The Department is looking for process and content explanations.
- A description of the traditional and electronic library holdings available to students and faculty, and how students will access them. This can include approximations of the number of current and proposed journal subscriptions, book titles on hand, interlibrary loan connections, or other resources that are applicable. Also include, where appropriate, equipment and software holdings and/or the budget that is in place to maintain the quality of these resources.
- A listing of the name and qualifications of the faculty who will be teaching in the program. These should be arranged by course and should include status (FT, PT, tenure/tenure track, temporary, etc) highest degree earned, recent scholarly contributions to the field, and any appropriate work experiences. If any new faculty members are to be hired, indicate the title of the position, expected qualifications, and anticipated hiring date.