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## Application to Add the Distance Education Format To a New or Registered Program<sup>1</sup>



This application should NOT be used to add the Distance Education Format to the following types of programs or proposals:

- Programs Preparing Teachers, Educational Leaders, and Other School Personnel

The application materials for those types of proposals can be found at:

<http://www.nysed.gov/college-university-evaluation/register-or-change-program>

Doctoral programs: please [contact](#) the Office of College and University Evaluation.

Directions for submission of application:

1. For an application to add the distance education format to an existing general academic (non-licensure) program :

Create a single PDF document that includes the following completed forms:

- Application to Add the Distance Education Format
- CEO (or Designee) Approval Form

Attach the PDF document to an e-mail and send to:

[OCUERevAdmin@nysed.gov](mailto:OCUERevAdmin@nysed.gov)

When submitting to the mailbox, include the following elements in the subject line of the e-mail:

Institution Name, Distance Education Format, Degree Award, and Program Title

E.g., Subject: AAA College, Distance Education Format, Master of Science,  
English Literature

2. For an application to add the distance education format to a proposed general academic (non-licensure) program :

Complete the form and include it in the application PDF document.

3. For proposals to add distance education to a proposed or existing program in a [licensed profession](#) or a related field, complete this distance education form but submit it to the [Office of the Professions](#).

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<sup>1</sup> CUNY and SUNY institutions: contact System Administration for application submission process.  
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Task 1 Institution and Program Information: Complete this task for applications to add the distance education format to an existing program.

Program Information for Existing Programs: Program information should reflect the information found on the [Inventory of Registered Programs](#)

Program Code: (for <a href="#">registered programs</a> only)	
Program Title:	
Degree Award:	
<a href="#">HEGIS code</a> :	

Contact Information	
Name of contact person	
Title of contact person:	
Telephone	
Fax:	
Email:	

Instructions

Guidance for this task can be found by clicking here: [Review Process for Approval of Programs in the Distance Education Format](#)

1. Anticipated enrollment in distance program

Initial Enrollment:

Maximum by year 3:

2. Program Information

a). Term length (in weeks) for the distance program:

b). Is this the same as term length for the classroom program?  Yes  No

c). How much "instructional time" is required per week per credit for a distance course in this program (do not include time spent on activities that would be done outside "class time", such as research, writing assignments, or chat rooms)

Answer:

d). What proportion of the program will be offered in Distance Education format?

Answer:

e). What is the maximum Q 42 44e f 57Artifact <</MCID 69 >>BDC 1 scn 36.48 441.48 539.04 31.08 re f\*

5. Does your institution have a clear policy on ownership of course materials developed for its distance education courses? How is this policy shared with faculty and staff?  
Answer:

## II. Learner Support

1.

