Application for Registration of a New Program (except doctoral programs)

THE FOLLOWING ITEMS PERTAIN ONLY TO PROGRAMS WITH CERTAIN CHARACTERISTICS.

11. If this program will grant substantial credit for learning derived from experience, describe the methods of evaluating the learning.

12. If the program will be offered in a distance education format, contact the Office of Academic Program Review. Additional information may be required.

13. If special accreditation will be sought for the program, indicate how the program has been designed to meet the criteria of that accrediting agency by providing a comparison of the requirements of the accrediting agency with those of the program or provide a copy of the assessment of the program by the accrediting agency.

14. If the proposal falls into any of the following four categories, submit a copy of an evaluation of the program by a recognized expert in the field and of the institution’s response to the evaluation, along with any resulting modifications in the proposal (see Appendix N for the “Evaluation Report Form for Program Proposals”).
   a. Special accreditation agency exists for the subject matter of the program but accreditation will not be sought.
   b. The program’s subject matter represents a new or emerging field.
   c. The program is in an allied health area.
   d. The program is a graduate program below the doctoral level.

15. If the program will be advertised as a transfer program, provide copies of articulation agreements which specify the courses and credits that will be accepted in transfer and assure that graduates of the program can complete the upper-division portion of a baccalaureate program in two years of full-time study.

16. If any of the program’s courses will be offered off-campus, indicate the location and number of courses and related semester/clock hours offered.

17. If the program would lead to as a Certificate, Diploma, Advanced Certificate, or Advanced Diploma, indicate the program(s) to which the credits would apply.

18. If the proposed program would lead to teacher certification in pupil personnel services or in administration or supervision:
   a. Provide an outline of each required and elective course in the proposed program that includes course prerequisites, objectives, content, and methods of evaluating student achievement.
   b. List each of the requirements for that teaching certificate and indicate briefly how the proposed program would meet each one. Include the requirement for instruction in alcohol, tobacco, and drug abuse prevention mandated by the Commissioner's Regulations. Describe the provisions for field experience and practica, including supervision.
   c. Describe how the proposed curriculum is intended to address the identified shortage areas of the State.
d. Describe plans to recruit and retain students, including members of groups historically underrepresented in these fields.

e. Describe the provisions to assure that each student has the instructional and other support needed to complete the program.

f. Describe provisions for career counseling and job placement services for students.