

Type of Proposal	NYSED Review Required?	Steps in the Approval Process <i>Please see the steps listed on the following page for more information.</i>	Time to Approval ( <i>from upload to APAS with school approval through NYSED registration, if required</i> )	Notes <i>GSAS behalf submit guidance pathw</i>
<b>Non-substantive changes:</b> <ul style="list-style-type: none"> <li>• Credit change that is 1/3 or less the number of total credits of the program</li> <li>• Changes at the individual course level (updates to syllabi, change in course title, offering additional options for fulfilling course requirements, etc.)</li> </ul>	No	Step 1	2-4 weeks approximately	It is ex accura change admin consul further
<b>Substantive change to an existing program, including but not limited to:</b> <ul style="list-style-type: none"> <li>• Credit change that is 1/3 or more of the total number of credits in the program</li> <li>• New or modified concentration or track</li> <li>• Change in program title</li> <li>• Change in a requirement for graduation (i.e., eliminate a language requirement, add or remove a seminar)</li> <li>• Change in program format (accelerated, full-time/part-time, distance education)</li> </ul>	Yes	Steps 1-4	2-10 months approximately, depending on the reviews that are required	Depart centra determ to the by NYS  NYSED inform Promp depart help to
<b>New program, including:</b> <ul style="list-style-type: none"> <li>• New degree program (MS, MA, MPhil, PhD, or other doctoral degree)</li> <li>• New Certificate</li> <li>• New Certification of Professional Achievement (CPA)</li> <li>• New degree from a track in an existing program</li> </ul>	Yes	For new degree programs, new certificate programs, and new degrees from a track in an existing program, steps 1-4  For certificates of professional achievement (CPAs), steps 1-3	12-15 months approximately	

## **Steps in the Approval Process**

1. SCHOOL APPROVAL
  - Executive Committee (GSAS)
  - School Dean
  
2. SCHOOL ENGAGEMENT WITH APAS (GSAS on behalf of the department)
  - Initiate appropriate workflow
  - Upload appropriate forms
  
3. UNIVERSITY APPROVALS
  - OVPAP
  - University Registrar
  - Vice Provost for Teaching, Learning, and Innovation (for all programs involving distance education)
  - School deans (decanal review)
  - University Senate
  - University Librarian
  
4. NEW YORK STATE EDUCATION DEPARTMENT (NYSED)