| Type of Proposal | NYSED Review Required? | Steps in the Approval Process | Time to Approval (from upload to APAS with school approval through NYSED registration, if required) | Notes
|------------------|------------------------|-------------------------------|---------------------------------------------------------------------------------|-------------------|
| Non-substantive changes: | No | Step 1 | 2-4 weeks approximately | It is expected that departments keep accurate records of all program changes and inform central administration in GSAS, who can then consult with OVPAP to determine if further review is needed.

- Credit change that is 1/3 or less the number of total credits of the program
- Changes at the individual course level (updates to syllabi, change in course title, offering additional options for fulfilling course requirements, etc.)

| Substantive change to an existing program, including but not limited to: | Yes | Steps 1-4 | 2-10 months approximately, depending on the reviews that are required | Department central administration in GSAS to determine if a proposed change rises to the level of “substantive change” by NYSED standards.

- Credit change that is 1/3 or more of the total number of credits in the program
- New or modified concentration or track
- Change in program title
- Change in a requirement for graduation (i.e., eliminate a language requirement, add or remove a seminar)
- Change in program format (accelerated, full-time/part-time, distance education)

| New program, including: | 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 | NYSED sometimes requests additional information during their review. Prompt responses from the departments to these inquiries will help to streamline the review process.

- New degree program (MS, MA, MPhil, PhD, or other doctoral degree)
- New Certificate
- New Certification of Professional Achievement (CPA)
- New degree from a track in an existing program

---

Program approval timeline and guidance
Prepared for Graduate School of Arts and Sciences
6/14/2021
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)