



Registration of Postsecondary Curricula

CEO: 12-01

To: Chief Executive Officers/Presidents of Institutions of Higher Education

From: Christine Konsistorum, Senior Vice President of Corporate Operations

Date: January 11, 2012

Subject: Registration of Postsecondary Curricula

Part Z of Chapter 58 of the Laws of 2011 (the “Program”) authorized the Higher Education Services Corporation (HESC) to make tuition assistance program awards available to certain students not currently eligible for such awards in accordance with regulations promulgated by HESC. Students attending your institution may be eligible for such awards pursuant to this new law.

This Memorandum provides the requirements for the registration of postsecondary curricula as required by 8 NYCRR §2408.8 and only applies to those programs of study at your institution subject to registration pursuant to this section implementing the Program. All terms herein shall have the same meaning as set forth in 8 NYCRR §2400.2.

(a) Registration is required for every curriculum creditable towards a degree, as defined in 8 NYCRR section 2400.2(j), offered by institutions of higher education and every curriculum for which registration is required by statute, regulation, or the rules of the Corporation.

(b) To be registered in accordance with 8 NYCRR §2408.8, each curriculum shall:

(1) be submitted to the president, together with such information as the president may require, in a form acceptable to the president;

(2) conform to all applicable provisions of 8 NYCRR Chapter XXII; and

(3) show evidence of careful planning. Institutional goals and the objectives of each curriculum and of all courses shall be clearly defined in writing, and a reviewing system shall be devised to estimate the success of students and faculty in achieving such goals and objectives. The content and duration of curricula shall be

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designed to implement their purposes.

(c) Registration shall be granted only to individual curricula.

(d) Each course offered for credit by an institution, shall be part of a registered curriculum offered by that institution, as a general education course, a major requirement, or an elective.

(e) Each existing curriculum for which registration is required shall be registered before the institution may publicize its availability or recruit or enroll students in the existing curriculum, except for the spring term of the 2011-12 academic year.

(f) New registration shall be required for any existing curriculum in which major changes are made that affect its title, focus, design, requirements for completion, or mode of delivery.

(g) The length of the term of registration of each curriculum shall be determined by the president.

(h) Application for reregistration of each curriculum shall be presumed, and no actual application for reregistration shall be required of an institution.

(i) Each institution shall notify the Corporation in writing of the discontinuance of any registered curriculum.

(j) Registration or reregistration of a curriculum may be denied if the president finds that curriculum, or any part thereof, not to be in compliance with statute or regulation.

(1) Notice of the denial of registration or reregistration shall be given in writing by the Corporation to the chief executive officer of the institution and shall state the specific reasons for denial. When an initial registration of a proposed curriculum is denied, such notice shall also advise the institution of its right to appeal such denial pursuant to 8 NYCRR section 2408.11. When reregistration of a curriculum is denied, such notice shall also advise the institution of its rights to appeal such denial pursuant to 8 NYCRR section 2408.10.

(2) Reregistration of a curriculum shall be denied only upon a finding that a curriculum fails to comply with any applicable provision of statute, of regulation, or of the rules of the Corporation. Such findings shall be based on an inspection followed by a written statement specifying failures to comply. The institution shall have an opportunity to respond in writing to such statement, and an opportunity to submit a plan, acceptable to the president, to achieve compliance.

(3) If a plan acceptable to the president is submitted, the curriculum will be registered during the period in which such plan is being implemented. At the end of such period, an inspection shall be made to determine the extent to which compliance has been achieved, and registration shall be denied or renewed based on such determination. Such denial of registration shall conform to the requirements of paragraph (j)(1) of this Memo.

(4) Upon notification by the institution of its termination of a curriculum, the curriculum shall not be reregistered beyond the date on which there are any students enrolled in it.