



Standards for the Registration of Curricula

CEO: 12-02

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

From: Christine Konsistorum, Senior Vice President of Corporate Operations

Date: January 11, 2012

Subject: Standards for the Registration of 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 standards for the registration of postsecondary curricula as required by 8 NYCRR §2408.9 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.

Resources. The institution shall:

- (1) possess the financial resources necessary to accomplish its mission and the purposes of each registered curriculum;
- (2) provide classrooms, faculty offices, auditoria, laboratories, libraries, audiovisual and computer facilities, clinical facilities, studios, practice rooms, and other instructional resources sufficient in number, design, condition, and accessibility to support the curricular objectives dependent on their use;
- (3) provide equipment sufficient in quantity and quality to support instruction, research, and student performance; and
- (4) provide libraries that possess and maintain collections sufficient in depth and breadth to support the mission of the institution and each registered curriculum. Libraries shall be administered by professionally trained staff supported by sufficient personnel. Library services and resources shall be available for student and faculty use

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with sufficient regularity and at appropriate hours to support the mission of the institution and the curricula it offers.

Faculty.

(1) All members of the faculty shall have demonstrated by training, earned degrees or academic credentials, scholarship, experience, and by classroom performance or other evidence of teaching potential, their competence to offer the courses and discharge the other academic responsibilities which are assigned to them.

(2) To foster and maintain continuity and stability in academic programs and policies, there shall be in the institution a sufficient number of faculty members who serve full-time at the institution.

(3) For each curriculum the institution shall designate a body of faculty who, with the academic officers of the institution, shall be responsible for setting curricular objectives, for determining the means by which achievement of objectives is measured, for evaluating the achievement of curricular objectives and for providing academic advice to students. The faculty shall be sufficient in number to assure breadth and depth of instruction and the proper discharge of all other faculty responsibilities. The ratio of faculty to students in each course shall be sufficient to assure effective instruction.

(4) At least one faculty member teaching in each curriculum culminating in an undergraduate degree, as defined in 8 NYCRR §2400.2(j), shall hold an earned doctorate or demonstrate special competence in an appropriate field, unless the president determines that the curriculum is in a field of study in which other standards are appropriate.

(5) The teaching and research of each faculty member, in accordance with faculty member's responsibilities, shall be evaluated periodically by the institution. The teaching of each inexperienced faculty member shall receive special supervision during the initial period of appointment.

(6) Each member of the faculty shall be allowed adequate time, in accordance with the faculty member's responsibilities, to broaden professional knowledge, prepare course materials, advise students, direct independent study and research, supervise teaching, participate in institutional governance and carry out other academic responsibilities appropriate to his or her position, in addition to performing assigned teaching and administrative duties.

Curricula and awards.

(1) In addition to the requirements of 8 NYCRR section 2408.12, the objectives of each curriculum and its courses shall be well defined in writing. Course descriptions shall clearly state the subject matter and requirements of each course.

(2) For each curriculum, the institution shall assure that courses will be offered with sufficient frequency to enable students to complete the program within the minimum time for completion, in accordance with paragraph (6) below.

(3) Credit toward an undergraduate degree shall be earned only for college level work. Enrollment of secondary school students in undergraduate courses, of undergraduates in graduate courses, and of graduate students in undergraduate courses shall be strictly controlled by the institution.

(4) A semester hour of credit may be granted by an institution for fewer hours of instruction and study than those specified in 8 NYCRR section 2400.2(x) only:

(i) when approved by the president as part of a registered curriculum;

(ii) when the president has granted prior approval for the institution to maintain a statement of academic standards that defines the considerations which establish equivalency of instruction and study and such statement has been adopted by the institution; or

(iii) in the event of a temporary closure of an institution by the state or local government as a result of a disaster, as defined in 8 NYCRR section 2400.2(l), when the president has granted approval for the institution to maintain a statement of academic standards that defines the considerations which establish equivalency of instruction and study and such statement has been adopted by the institution.

(5) The institution shall assure that credit is granted only to students who have achieved the stated objectives of each credit-bearing learning activity.

(6) Degree programs, as defined in 8 NYCRR 2400.2(j), shall normally be capable of completion in at least three academic years of full-time study with an accumulation of not less than 120 semester hours.

Admissions.

(1) The admission of students shall be determined through an orderly process using published criteria which shall be uniformly applied. Educational institutions shall not

discriminate against any student applicant in accordance with applicable federal and New York State law.

(2) Admissions shall take into account the capacity of the student to undertake a course of study and the capacity of the institution to provide the instructional and other support the student needs to complete the program.

Administration.

(1) Responsibility for the administration of institutional policies and programs shall be clearly established.

(2) Within the authority of its governing board, the institution shall provide that overall educational policy and its implementation are the responsibility of the institution's faculty and academic officers. Other appropriate segments of the institutional community may share in this responsibility in accordance with the norms developed by each institution.

(3) The institution shall establish, publish and enforce explicit policies with respect to:

(i) academic freedom;

(ii) the rights and privileges of full-time and part-time faculty and other staff members, working conditions, opportunity for professional development, workload, appointment and reappointment, affirmative action, evaluation of teaching and research, termination of appointment, redress of grievances and faculty responsibility to the institution; and

(iii) requirements for admission of students to the institution and to specific curricula, requirements for residence, graduation, awarding of credit, degrees or other credentials, grading, standards of progress, payment of fees of any nature, refunds, withdrawals, standards of conduct, disciplinary measures and redress of grievances.

(4) Academic policies applicable to each course, including learning objectives and methods of assessing student achievement, shall be made explicit by the instructor at the beginning of each term.

(5) The institution shall provide academic advice to students through faculty or appropriately qualified persons. The institution shall assure that students are informed at stated intervals of their progress and remaining obligations in the completion of the program.

(6) The institution shall maintain for each student a permanent, complete, accurate, and up-to-date transcript of student achievement at the institution. This document will be the official cumulative record of the student's cumulative achievement. Copies shall be made available at the student's request, in accordance with the institution's stated policies, or to agencies or individuals authorized by law to review such records.

Other requirements.

The institution shall assure:

- (1) that all educational activities offered as part of a registered curriculum meet the requirements established by statute, regulation, or the rules of the Corporation; and
- (2) that whenever and wherever the institution offers courses as part of a registered curriculum it shall provide adequate academic support services.

Exceptions.

To achieve particular objectives, an institution may depart from these standards with the prior approval of the president.