

THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, N.Y. 12230

DEPUTY COMMISSIONER FOR HIGHER AND PROFESSIONAL EDUCATION

CEO # 94-04

January 1994

**MEMORANDUM TO CHIEF EXECUTIVE OFFICERS OF DEGREE-GRANTING  
INSTITUTIONS IN NEW YORK STATE**

**SUBJECT: Prior Approval Required for Agreements between a Degree-Granting Institution and a Non-Degree-Granting Entity Concerning the Offering of a Registered Degree Program**

The Regents and the State Education Department support cooperative initiatives by colleges and universities to expand educational opportunities and access for students and to make the most effective use of institutional resources. In recent years, some degree-granting institutions have entered into agreements to offer their registered programs with the involvement of a non-degree-granting entity, either in or outside New York State. The purpose of this memorandum is to remind institutions of the need to submit for prior Department review information about such contemplated arrangements to assure continued compliance with the Regulations of the Commissioner. Students are eligible for State and Federal financial assistance only when enrolled in a registered program offered as approved by the Department.

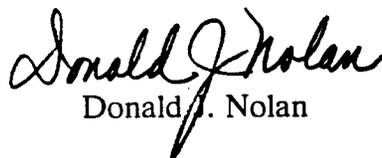
Cooperative initiatives traditionally have involved either articulation agreements between two-year and four-year degree-granting institutions or the joint offering of academic degree programs by two degree-granting institutions. Articulation agreements do not need Department review or approval; however, offering joint academic degree programs requires Department approval. Other arrangements include offering registered programs with a clinical component or internship that involves an external facility or agency. In such cases, the arrangement with an external entity is an integral part of the program from the time of initial registration. These types of cooperative activities are not the subject of this memorandum.

Section 52.1 (h) of Commissioner's Regulations requires new registration for "any existing curriculum in which major changes are made that affect its title, focus, design, requirements for completion, or mode of delivery." Using the services of a non-degree-

granting entity in the implementation or administration of any of a college's existing registered degree programs when the arrangement was not part of the original program as registered may be a major change in the mode of delivery of the registered program and requires the Department's review before implementation.

Please use the attached form to initiate the review of contemplated arrangements between your institution and a non-degree-granting entity involving credit-bearing courses in programs registered at your institution. **For existing arrangements that were not submitted for Department approval, this form and a copy of any written agreement should be submitted no later than March 4, 1994.** Our review will determine whether further registration action by the Department is necessary.

Sincerely,



Donald J. Nolan

Attachment

cc: Provost  
Vice President for Academic Affairs  
Financial Aid Officer

ATTACHMENT

Application for Review of an Agreement Between a Degree-Granting Institution  
and a Non-Degree-Granting Entity  
Concerning the Offering of a Registered Degree Program

Applications should be sent to the Deputy Commissioner for Higher and Professional Education, State Education Department, Cultural Education Center, Room 5B28, Albany, New York, 12230.

Please provide the following information for each existing or proposed cooperative arrangement between your institution and a non-degree-granting entity affecting credit-bearing courses/degree programs.

1. Name of Your Institution \_\_\_\_\_ Date \_\_\_\_\_
2. Name and Complete Address of Non-Degree-Granting Entity  
\_\_\_\_\_  
\_\_\_\_\_
3. Location(s) involved other than the college's main campus, approved branch campus or approved extension center \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Name, address, and telephone number of contact person:
  - a. College: \_\_\_\_\_  
\_\_\_\_\_
  - b. Non-degree: \_\_\_\_\_  
\_\_\_\_\_
5. Identify all registered degree programs affected by the agreement.
6. List credit-bearing courses to be offered with the involvement of the non-degree-granting entity.

For each existing arrangement, attach a copy of any written agreement between the parties.

(Use additional pages as necessary.)

