Application for Provisional Authorization

to Open a New York State College or University

 Organizations seeking to open a New York State college, university, or other institution that offers postsecondary degree programs are subject to the rules and procedures in Section [3.58](https://govt.westlaw.com/nycrr/Document/Iec9dd965c22111dd97adcd755bda2840?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)) (for-profit) or Section [3.59](https://govt.westlaw.com/nycrr/Document/Icf196ee274a011e8a71bfcba64910a96?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)) (independent/non-profit) of the Rules of the Board of Regents.

 The application materials contained herein represent the requirements for the submission of a written application for provisional authorization subject to the terms of Sections 3.58(c)(1) and 3.59(c)(1) of the Rules of the Board of Regents.

Eligibility

* Individuals, groups, or organizations seeking to establish an independent non-profit New York State college or university are eligible to apply through this pathway and are subject to the rules and procedures of Section [3.59](https://govt.westlaw.com/nycrr/Document/Icf196ee274a011e8a71bfcba64910a96?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)) of the Rules of the Board of Regents.
* Proprietary/for-profit organizations with an educational purpose, seeking to operate as a New York State college, university or other institution with the authority to offer degree programs and confer degrees are eligible to apply through this pathway and are subject to the rules and procedures of Section [3.58](https://govt.westlaw.com/nycrr/Document/Iec9dd965c22111dd97adcd755bda2840?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)) of the Rules of the Board of Regents.
* This application is not designed for organizations seeking to operate programs related to professional licensure. Organizations interested in starting a college to offer programs related to professional licensure in New York should contact the New York State Education Department’s Office of Professions, Professional Education Program Review (PEPR) for more information on how to apply through that office. Please contact PEPR at opprogs@nysed.gov or 518 474-3817 ext. 360 for more information.
* This application is not designed for institutions located in another state or country that are seeking to operate in New York State. Institutions located in another state or country can apply to offer degree programs or college coursework in New York State through the [Permission to Operate](http://www.nysed.gov/higher-ed-authorization/application-submission-and-review) pathway under Section [3.56](https://govt.westlaw.com/nycrr/Document/Iec9db25cc22111dd97adcd755bda2840?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)&bhcp=1) of the Rules of the Board of Regents. For more information regarding the options for existing institutions located in another state or country contact IHEauthorize@nysed.gov.
* Public K-12 schools and school districts are not eligible for authorization to grant college credit or to offer programs that lead to postsecondary degrees conferred by the school or district. Public K-12 schools and school districts that seek to offer postsecondary credit-bearing instruction must do so in formal partnership with an existing New York State college or university with degree-conferring authority.

Initial Review Procedures

 Properly submitted written applications will be reviewed by the New York State Education Department (the Department) to determine whether the applicant demonstrates sufficient initial evidence of meeting the requirements set forth in Section 3.58(b)(3) (for-profit), or Section 3.59(b) (independent/non-profit) of the Rules of the Board of Regents. The Department may elect to consult with external fiscal or program content experts in an advisory capacity to aid in its review determination.

* For those written applications that demonstrate sufficient initial evidence of meeting the requirements, the Department will notify the applicant in writing, and the applicant shall be subject to the secondary review procedures set forth in Sections 3.58(c)(2) (for-profit) or 3.59(c)(2) (independent/non-profit) of the Rules of the Board of Regents.
* For written applications that do not demonstrate sufficient initial evidence of meeting the requirements, the application will be closed without further action. In such cases, the Department will provide the applicant with the reasons for its decision in writing. Applicants whose applications are closed may submit a new application no earlier than one year after the Department’s final determination to close the application.

Application Formatting

* The Proposal Narrative should be written in 12-point sans-serif font, double-spaced and using 1-inch margins from all edges.
* Charts or graphs included in the Proposal Narrative do not need to follow font size guidelines but must remain within the 1-inch margins.
* Responses in the Proposal Narrative should be organized using the exact headings and exact numbered order as the prompts identified in the Proposal Narrative Requirements.
* Every page of the Proposal Narrative should be counted and all except the title page must have a printed number in the lower right corner. The prefatory pages (Table of Contents Page, List of Attachments) page should be numbered with a lower-case Roman numeral. Beginning with Section 1. Executive Summary, pages should be numbered consecutively, with Arabic numerals, starting with Arabic numeral 1 and continuing to the end of all material presented.
* The Proposal Narrative must not exceed 100 pages in length.
* The Proposal Narrative should be one consolidated PDF, excluding attachments.
* Required Attachments should be submitted as separate PDF documents, labeled according to the Proposal Narrative instructions.

Submission Procedures

1. Prior to application submission, organizations must first submit a [Notification of Intent](http://www.nysed.gov/higher-ed-authorization/form/degree-authority-notice-of-intent).
2. Once the [Notification of Intent](http://www.nysed.gov/higher-ed-authorization/form/degree-authority-notice-of-intent) is received, NYSED will acknowledge receipt of the Notification of Intent form and provide a link to register for access to a secure online application submission folder. Please note that submission of a Notification of Intent does not guarantee a specific place in the queue of received and completed applications pending review.
3. Do not submit a paper copy of the application. Once an application is ready for submission, all files should be uploaded to the application submission folder and a formal notice of application submission should be sent to IHEauthorize@nysed.gov.
4. A non-refundable, non-transferable check for $7,000, plus $2,500 for each additional degree program if more than one such program is requested, made payable to the New York State Education Department will be due upon submission of the application.
5. The application payment must be mailed to the address below and include:
	* a check made out to the New York State Education Department; and
	* a NYSED payment form (accessible in the Application for Provisional Authorization Workbook excel file).

New York State Education Department

ATTN: New Degree Authority

Office of College and University Evaluation

89 Washington Avenue, Room 960 EBA

Albany, NY 12234

Submission Checklist

A complete written application for provisional authorization includes each of the following:

* A complete, fully developed, and properly formatted Proposal Narrative;
* All Attachments A. through W., properly formatted and separately labeled;
* Completed Application for Provisional Authorization Workbook (MS Excel) including all applicable tabs; and
* Check made payable to the New York State Education Department for $7,000 plus $2,500 for each additional degree program if more than one such program is requested.

*Notes*:

1. The submission of an application for authorization and/or applicant expenditures for the purposes of seeking authorization are not guarantees that the applicant will obtain authorization or be cleared to open if authorized. Any applicant expenses or debts incurred are done so at the risk of not obtaining authorization or registration.
2. Material submitted to the NYS Education Department is accessible pursuant to the NYS Freedom of Information Law (Article 6, Public Officers Law, Sections 84-90), unless specifically exempt from release pursuant to §87(2).

Technical Assistance

 Technical questions about submission requirements should be directed to IHEauthorize@NYSED.gov.

 Due to NYSED’s role in the review and determination of properly submitted applications, Department management and staff maintain a critical distance from applicants’ pre-submission program design decisions. NYSED cannot provide assistance regarding the substance or content of an application for provisional authorization. As such, NYSED does not schedule in-person meetings or phone calls to discuss the design or content of a prospective applicant’s submission.

General Evaluation Guide for the Written Application

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| --- | --- |
| **Expected Quality of Responses** | **Weak and/or Disqualifying Responses** |
| * Demonstrates a clear and logical connection between the applicant institution’s mission and the responses to individual prompts in the application.
* Demonstrates a depth of response in each section, which indicates depth of knowledge, and the skill and capability to operate quality credit-bearing postsecondary academic programs.
* Demonstrates an overall clarity, coherence, and congruence between sections.
* Demonstrates clear evidence that each of the criteria identified in Rules of the Board of Regents Sections 3.59(b)1-6 (non-profit); or 3.58(b)(3)i-v (for-profit) have been met.
* The evidence cited or provided to support claims is valid and originates from credible sources.
* The ideas and plans presented demonstrate originality, and where information or materials have been adopted/adapted, proper citation for external sources is provided.
* Files are submitted with the filenames and format required in the application.
 | * Provides opaque, or overly terse and/or surface-level responses to prompts, without depth or elaboration.
* Demonstrates inconsistencies throughout one or more sections.
* Demonstrates choppy or disjointed narrative that lacks clarity, coherence or congruence between sections.
* Provides responses of “not applicable” to sections or submission requirements that are clearly applicable.
* The information provided does not provide sufficient evidence or raises substantial questions as to whether the applicant has met the criteria identified in the Rules of the Board of Regents Sections 3.59(b)1-6 (non-profit) or 3.58(b)(3)i-v (for-profit).
* Contains unoriginal or borrowed ideas and/or information without clear citation to its source (plagiarism).
* Uses/cites evidence that does not originate from credible sources and methods; or draws invalid, illogical, or one-off conclusions from otherwise credible source material.
* Submission is missing key information.
* Contains extensive spelling and typographical errors.
* Files are submitted incorrectly, and/or without conformity to the established filenames and formatting requirements.
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PROPOSAL NARRATIVE REQUIREMENTS

Responses in the Proposal Narrative should be organized using the exact headings and exact numbered order as the prompts identified below.

Title Page

Provide a Title Page with the name of the proposed institution, Chief Executive Officer name and contact information, and date of submission.

Table of Contents

Provide Table of Contents pages identifying the major sections of the proposal narrative and the associated page numbers.

List of Attachments

Provide List of Attachments pages listing of all attachments that are included in the application submission and their file name.

1. Executive Overview

Provide an executive overview that includes the following:

* 1. Identify the applicant organization, its key members, the proposed degree-granting institution, its mission, goals, control (non-profit, for-profit) and proposed location. (If the applicant is a for-profit organization, provide as an attachment, the name and contact information of individuals with an ownership interest in the organization and specify their percent ownership).
	2. Identify and describe each proposed degree program, including their purpose, goals, scope of credits to be earned, award to be received, total costs to earn an award, and any unique characteristics;
	3. Summarize evidence of need in relation to data on social or economic needs, lack of similar programs in the proposed location/region, and employer demand;
	4. Provide a summary profile of students likely to participate in the institution’s programs, including demographic, geographic, and career stage information;
	5. Provide the projected full- and part-time enrollment (total and per-program) in the program’s first and fifth year of operation in New York State; and
	6. Identify and describe long-term plans for growth beyond the initial programs identified.

 ***The executive overview should not exceed five-pages in length.***

Attachments required for this section:

1. Executive Overview.

Attach a separate copy of the Executive Overview in a single PDF. (*If the application proceeds to the regional consultation phase of secondary review, the Executive Overview will be shared with other institutions in the region to comply with Section 237 of the Education Law and Section 137 of Chapter 82 of the Laws of 1995.)*

1. List of Owners with Percent Ownership.

If the applicant is or seeks to be a for-profit organization, provide a list identifying the name and contact information of individuals with an ownership interest in the organization and specify their percent ownership.

1. Mission and Programs
	1. Provide a mission statement that defines the core purpose and key values of the institution. The mission statement should be reflected throughout all sections of the application. If the applicant is an existing educational organization, identify any changes in organizational mission and/or define and describe how new degree authority is connected to and consistent with that mission.
	2. In table format, provide the name/title of each proposed degree program, proposed degree to be awarded, and program objectives specific to each degree program. Identify any programs intended to lead to teacher, educational leader, or pupil personnel services certification. Note: The proposed degrees must be among those authorized and approved under Section [3.50](https://govt.westlaw.com/nycrr/Document/Iec9d8b48c22111dd97adcd755bda2840?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)&bhcp=1) of the Rules of the Board of Regents.
2. Need
	1. Describe the academic needs in New York State that are not currently being met. Provide verifiable data to support claims of need, which may include student and/or employer demand, broader social or economic need, or data on the lack of similar programs in the proposed location/region.
	2. Describe how the applicant’s proposed degree-granting institution and specific degree programs proposed are designed to meet needs identified in response 3.1.
	3. Justify the total costs to obtain the proposed degrees in relation to employment and earning prospects, and student debt for graduates. Reference in the narrative, and include as attachments, verifiable data and other valid evidence to support claims of need in relation to employment, earnings, and student debt.

Attachments required for this section:

1. Data demonstrating evidence of need.
2. Leadership and Governance
	1. Describe the proposed governance structures of the institution, including the board of trustees or board of directors (as applicable), other structures (e.g., committees, councils, etc.), and groups (e.g. faculty) that have an essential role in the governance of the institution. Include information about the roles and responsibilities of these structures, their composition, and information about how and when these structures function to set, analyze, and make decisions about overall educational policy and its implementation.
	2. In table format, provide a list of proposed members of the initial board of trustees or board of directors, as well as participants in other governance structures (committee, council, Department head, etc.). Include a brief description of their qualifications. Specify the terms of members of the board of trustees or board of directors, as well as the method of appointment. The table should be structured as follows:

Table Column Headers:

* Name and Contact Information
* Current Employment
* Position or Role with the Applicant Institution
* Highest Academic Degree Earned
* Other Qualifications
	1. Describe in detail, the actual content that has been developed for orienting new members. Specify the processes in place to orient new board members and for providing continuing updates for current members of the governing body of the institution.
	2. Provide the actual or proposed institutional by-laws or operating codes, including written polices outlining the governance responsibilities of administration and faculty. Included in this response should be the written policies regarding situations defined by the institution as conflicts of interest, such as the presence of paid staff on the governing body.
	3. Provide an overall institutional governance chart, delineating clear lines of responsibility and authority for setting the overall policies of the institution.

Attachments required for this section:

1. Institution by-laws or operating codes.
2. Policies outlining the governance responsibilities of the administration and faculty.
3. Content and materials developed to orient new board members.
4. Overall institutional governance chart.
5. Organizational Management and Administration
	1. Beginning with the Chief Executive Officer, Chief Academic Officer, and Chief Financial Officer, identify the key positions in the institution’s administration and describe their roles and responsibilities and how they function in a coordinated manner (the system of decision-making systems) to provide oversight and implementation of the overall educational policies of the institution.
	2. Identify by name and title the individuals currently proposed to occupy or currently occupying the positions identified in response 5.1. In addition, describe their qualifications for the position, and identify the specific autonomies/authority they hold to make key decisions (e.g. hiring, promotion, program approval, budget adoption, etc.). Include their resumes or curriculum vitae in the attachments. For vacant positions, include a description of required and preferred qualifications and job duties in the attachments.
	3. Provide an organizational management chart, delineating clear lines of responsibility, authority, and position-specific autonomies for implementing education policies of the institution.

Attachments required for this section:

1. Resumes or Curriculum Vitae for individuals holding key leadership positions.
2. Description of required and preferred qualifications, and job duties for vacant positions.
3. Organizational management chart.
4. Institutional Assessment and Data Management
	1. Identify the primary individual responsible for data collection and reporting (Director of Institutional Research) by name and title and provide their contact information. Include their resume/CV as an attachment.
	2. Identify and describe the reviewing system and procedures for institutional assessment, including but not limited to the assessment of institutional goals and objectives, degree program goals and curricular objectives, and the success of students and faculty in achieving goals and objectives. Include a description of the roles and responsibilities of administration and faculty regarding institutional assessment, including lines reporting of decision-making authority from the program through to the board of trustees or directors. Additionally, include the specific methods, measures, and time intervals by which assessment results are collected, analyzed, reported, and acted upon by the institution’s governing bodies and administration.
	3. Describe the structures and procedures for the oversight, supervision, and evaluation of faculty teaching and research.
	4. Identify the technology and data management systems in place to support institutional assessment. Attach samples of the capability of the system to collect, analyze, and report on institutional, programmatic, and student assessment data to support institutional assessment protocols. (The cost of these systems must be reflected in the budget and budget narrative).
	5. Describe the system of internal controls for ensuring accuracy and integrity in data reporting.

Attachments required for this section:

1. Resume for the Director of Institutional Research
2. Specific methods, measures, and time intervals for institutional assessment.
3. Samples of the capability of technology or data management systems to collect, analyze, and report on institutional assessment data at multiple levels.
4. Academic Technologies
	1. Describe the institution’s plans to offer online or blended coursework and programs and the roles that academic technologies play in meeting the institution’s mission.
	2. Describe any Learning Management Systems (LMS) or other technologies supporting the delivery of online or blended coursework.
	3. Describe any other academic technologies available to support the delivery of classroom-based instruction and student learning.

*Notes:*

1. *Institutions planning to offer online, or blended coursework will be subject to additional submission requirements and review. Should applications make it past the initial review stage, applicants will be asked to provide additional information and demonstrate capacity for online programming related to institutional support, technology support, course development, course structure, teaching and learning, social and student engagement, faculty support, student support, evaluation and assessment.*
2. *Academic technologies presented in this application must be appropriately represented in the budget and budget narrative.*
3. *Institutions planning to offer online, or blended coursework must include responses in the Institutional Leadership and Governance section, which demonstrate a governance structure to enable clear, effective, and comprehensive decision-making related to online and blended education.*
4. Academic and Other Support Services
	1. Describe the organizational approach and method for identifying students in need of academic support services and the organizational systems and structures in place to provide academic support to students.
	2. Describe the framework for academic advisement at the institution including all advising models employed and explain how it will meet the needs of your students. Include advisement policies, frequency of advisement, method of delivery, and qualifications of academic advisors and any other individuals providing academic advisement. Describe any other ways in which students are informed of their degree progress and remaining graduation requirements and at what intervals this occurs.
	3. Describe other types of student support services (e.g., health or counseling services) that are made available and/or accessible to students.
5. Student Records Generation and Retention
	1. Describe the structures, methods, tools, policies and protocols by which student transcripts and other student records will be regularly and systematically generated, stored, and accessed by students and by agencies or other individuals authorized by law to review such records. Specify the methods and plans for electronic storage of student records, as well as any backup solutions.
	2. Describe the procedures by which the institution will verify that degree requirements have been met for each student prior to recommending them for degree conferral.
6. Institutional Policies
	1. The following policies are required to be in place for any New York State degree-granting institution. These policies should be developed and adopted by the leadership and governing body of the proposed institution. Provide a table that contains responses to the information requested below. For each policy listed in the table, identify the name and title of the person or group primarily responsible for implementing and maintaining the policy. Also identify where interested parties (e.g. students, faculty, staff) can access the policy (e.g., student handbook; faculty handbook; other), citing specific pages and locations. The table should be structured as follows:

Table Title: Required Institutional Policies

Table Column Headers:

* Policy
* Name and Title of Person Responsible
* Document name, page #, where the policy is available

Table Policies (Rows) with New York State Regulatory Reference

* Academic Freedom (52.2(e)(3)(i)
* Rights and privileges of full-time faculty (52.2(e)(3)(ii))
* Rights and privileges of part-time faculty (52.2(e)(3)(ii))
* Rights and privileges of staff (52.2(e)(3)(ii))
* Working conditions (52.2(e)(3)(ii))
* Professional development (52.2(e)(3)(ii))
* Workload (52.2(e)(3)(ii))
* Appointment/Reappointment (52.2(e)(3)(ii))
* Affirmative action (52.2(e)(3)(ii))
* Evaluation of teaching and research (52.2(e)(3)(ii))
* Termination of appointment (52.2(e)(3)(ii))
* Faculty grievances/complaints (52.2(e)(3)(ii))
* Faculty responsibility to the institution (52.2(e)(3)(ii))
* Admission to the institution and each curriculum (if different (52.2(e)(3)(iii))
* Residency (52.2(e)(3)(iii))
* Graduation (52.2(e)(3)(iii))
* Awarding of credit (52.2(e)(3)(iii))
* Awarding of degrees or other credentials (52.2(e)(3)(iii))
* Grading (52.2(e)(3)(iii))
* Standards of progress (52.2(e)(3)(iii))
* Payment of fees (52.2(e)(3)(iii))
* Refunds (52.2(e)(3)(iii); 53.3(c))
* Withdrawals (52.2(e)(3)(iii))
* Standards of conduct (52.2(e)(3)(iii))
* Disciplinary measures (52.2(e)(3)(iii))
* Student grievances/complaints (52.2(e)(3)(iii))
* Academic advisement (52.2(e)(5))
* Conduct on Campuses (Education Law Article 129-A)
* Sexual Assault, Dating Violence, Domestic Violence and Stalking Prevention and Response Policies and Procedures (Education Law Article 129-B)
	1. Include fully developed copies of the faculty handbook, student handbook, and any other key policy documents referenced above.

Attachments required for this section:

1. Faculty Handbook
2. Student Handbook
3. Other policy documents that contain required policies or student information.
4. Information for Students
	1. Provide a table that contains responses to the information identified in the table below. The following information must be made available to students. For each item, identify the name and title of the person primarily responsible for developing and maintaining the information. Also identify where interested parties (e.g. students, faculty, staff) can access the information. The table should be structured as follows:

Table Title: Required Information Made Available to Students

Table Column Headers:

* Type of Information
* Name and Title of Person Responsible
* Document name, page #, where the information is available

Table Policies (Rows) with New York State Regulatory Reference

* Financial assistance (state, federal, and institutional programs) (53.3 (a))
* Tuition and fees (53.3(b)(1))
* Cost of books and supplies (53.3(b)(2))
* Cost of room and board (53.3(b)(3))
* Cost of other living expenses (53.3(b)(4))
* List of degree, certificate, and diploma programs (53.3(d)(1))
* Prerequisites and requirements for completion of each degree, certificate, or diploma program (53.3(d)(2))
* The academic year each course will be taught (53.3(d)(3))
* Description of facilities, including hours of operation and holiday/vacation schedules (53.3(d)(4))
* List of faculty members (53.3(d)(5))
* Student retention (53.3(d)(6))
* Placement of graduates (53.3(d)(7))
1. Advertising, Recruitment, and Enrollment Strategies
	1. Describe the advertising methods and other recruitment and enrollment activities and strategies that will be employed by the institution. Methods and strategies for advertising and recruitment should be aligned with the total costs of such activities outlined in the budget.
2. Library Resources
	1. Describe the library collections and how the library collections support the proposed academic programs and the mission of the institution. Include the cost of acquiring and maintaining library collections in the budget proposal.
	2. Identify the library staff members ranging from administrators to other support staff, describe their roles, and their qualifications.
	3. Identify the operating hours of the library and explain how the library schedule will meet the needs of students and faculty.

Attachments required for this section:

1. Resumes for Library Staff
2. Facilities
	1. Describe the institution’s facility and equipment needs and resources, based on the proposed education programs and anticipated program enrollments.
3. If the applicant has secured an identified facility, identify the specific location, and provide a description of 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 necessary to implement the educational programs and to provide student support services. Provide scaled schematics of the space. Additionally, explain how the facility will meet the needs of students and provide an assurance that it will be accessible for persons with disabilities. **OR**
4. If the applicant has not yet secured a specific facility, specify potential locations that are under consideration; **AND**
5. Identify the specifications and specific plans for 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 necessary to implement the educational programs and to provide student support services. Provide any approved schematics. Additionally, explain how the facility will meet the needs of students and provide an assurance that it will be accessible for persons with disabilities; **AND**
6. Provide a reasonable and feasible action plan and timeline for securing facilities.

Attachments required for this section:

1. Scaled schematics of physical space

*Note:*

*In addition to evaluating the proposed facilities for its educational soundness, the Department will analyze the reasonableness and feasibility of securing planned facilities in relation to the operating budget and budgeting assumptions within the fiscal plan for the proposed institution to determine the likelihood of achieving registration of programs.*

1. Third Party Providers
	1. Provide the name and contact information of any third-party consultants or contractors that have participated in the planning, design, and submission of this application.
	2. Identify and provide the contact information for any third-party providers that are planned to have a role in the content or delivery of academic programs. Describe their specific roles in relation to the faculty and administration of the institution.
	3. Identify and provide the contact information for any third-party providers that are planned to have a role in the delivery of back-office services or student advisement and support services. Describe their specific roles in relation to the faculty and administration of the institution.
2. Individuals Affiliated with Prior Applications and Operations
	1. Identify any individuals associated with this proposal, who have been involved with the ownership, operation, maintenance, or management of a public charter school, nursery school, kindergarten, elementary school, secondary school, non-degree postsecondary school, college, or university registered, approved or authorized by the New York State Education Department or authorized by the New York State Board of Regents. Identify the legal name, contact information, date of initial registration/authorization, and current status of each entity for which each individual has been involved.
	2. Identify any individuals associated with this proposal, who have been involved in an application submitted to the New York State Education Department (other than this application) for the operation, maintenance, or management of a public charter school, nursery school, kindergarten, elementary school, secondary school, non-degree postsecondary school, college, or university to be registered, approved or authorized by the New York State Education Department or authorized by the New York State Board of Regents. Identify the date of the application submitted and the outcome or status of those applications.
	3. Identify any individuals associated with this proposal, who have been involved with the ownership, operation, maintenance, or management of a public charter school, nursery school, kindergarten, elementary school, secondary school, non-degree postsecondary school, college, or university authorized in another state or country. Identify the legal name, contact information, and current status of those institutions.
3. Program-Level Information

In the narrative, provide detailed responses to the following for each proposed program.

* 1. Describe the purpose of the program and identify the educational and career objectives.
	2. Describe how the program relates to the institutional mission.
	3. Identify and describe the structure of the program, including course and non-course requirements (e.g., pre-requisite courses, core courses, liberal arts and sciences requirements, elective courses, comprehensive exam, capstone projects, practicums, or internships, etc.). If the program has multiple options (e.g., tracks, specializations, concentrations, etc.), provide the requirements for each.
	4. In table format, list the courses that comprise the program including the following information, table structured as follows:

 Table Columns:

* Course #
* Course Title
* Official Course Catalogue Description
* Type (e.g., pre-requisite, core course, liberal arts & sciences (LAS))
* Total Credit Hours

***Include as an attachment, all course syllabi.***

* 1. In chart/table form, provide an academic program schedule, identifying the actual courses to be offered each academic term, from year one through year five of the operation of the program. For each course identified, indicate the number of students expected to enroll and specify the faculty instructor by name, title, and status (full-time; adjunct).
	2. As an attachment, in table form, identify by name, title, and experience the faculty members teaching in this program, including the following features and include all Faculty Curriculum Vitae. For currently vacant positions, provide a description of the minimum qualifications and a timeline to hire. The table should be structured as follows:

Table Columns:

* Faculty Member Name, Title, Rank, and contact information
* Current Employment
* Courses to be taught
* Highest Earned Degree, Discipline, Institution
* Additional Qualifications Demonstrating Professional Competence
	1. As an attachment, in table format, identify by name and role, the staff members (non-faculty) that are critical to operating the program and include the resumes of these staff members. For currently vacant positions, provide a description of the minimum qualifications for the position. The table should be structured as follows:

 Columns:

* Staff member name, Title, Contact Information
* Current Employment
* Role in the program
* Additional qualifications which demonstrate professional competence
	1. Identify any applicable policies and procedures on transfer credits and advanced program standing.
	2. If the program will grant substantial credit for learning derived from experience, describe the methods for evaluation learning and the maximum number of credits that can be awarded in this manner.
	3. Identify the program-specific admission criteria.
	4. Describe the method and processes by which admissions decisions are made.
	5. Identify and describe all program-specific equipment required to implement the proposed program and specify which equipment the institution already possesses, and which equipment still be obtained. Provide a schedule for obtaining the necessary equipment including cost justifications (which should also be represented in the overall budget).
	6. Describe how the current library collections and resources support the proposed program. If library resources must be obtained to effectively support this program, describe the plan and schedule for obtaining these resources including cost justifications (which should also be represented in the overall budget).

Attachments required for this section:

1. [ program name ] Course Syllabi
2. [ program name ] Faculty
3. [ program name ] Staff
4. Budget and Financial Resources
	1. Identify the existing financial resources of the institution, including the type of accounts and balances. In addition, provide information describing and explaining the sources of the existing financial resources of the institution.
	2. Use the Budget Template tab in the Application for Provisional Authorization Workbook (MS Excel) to detail the institution’s estimated expenditures and revenues for the proposed term of provisional authorization (from year 1 through year 5). Major features of the Budget Template may not be modified.
	3. In the narrative, provide an explanation and discussion of key budget assumptions underlying the budget projections for each major line item and explain how the budget aligns with and supports implementation of the educational program.
	4. Present viable strategies for meeting potential budget and cash flow challenges, particularly for the first year of operation. If the school anticipates incurring debt for any reason, such as for acquisition of its facility, the budget must address the schedule for debt repayment and the budget discussion should elaborate on the repayment assumptions and plan.
	5. Submit the institution’s official, signed, independently audited and complete financial statements, including auditors’ reports for the past three years. If the institution is a subsidiary of a parent corporation, submit *both* the institutional and parent-level corporation audited financial statements.
	6. Submit as attachments, any other relevant information demonstrating the financial status and condition of the applicant institution.

Attachments required for this section:

1. Audited Financial Statements
2. Long Range Planning
	1. Identify and describe long-term plans for growth beyond the initial programs identified.
	2. Describe plans, if any, to seek and obtain institutional accreditation and/or participate in federal Title IV programs. Include in these plans any assumptions about the use of Title IV dollars to support the operating budget of the institution. (Budget assumptions should also be reflected in the budget section.)
3. Project Plan and Timeline
	1. As an attachment, provide a project plan demonstrating the clear action steps, specific timelines, specific persons responsible by name and title, and specific deliverables essential for the effective start-up of the institution. Furthermore, describe the actions required throughout the provisional term to reach full capacity. (e.g., recruiting, hiring, and training of faculty, securing facilities, securing approvals including program registration, student orientations and onboarding, regular program and institutional assessment actions, etc.)

Attachments required for this section:

1. Project Plan and Timeline