**NEW YORK STATE EDUCATION DEPARTMENT**

**Office of Higher Education—Office of College and University Evaluation**

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| ***Regulation Relief Due to a Disaster*:** Request for Change in a Statement of Academic Standards for Equivalency of Instruction and Study **Restricted use:** The use of this form isrestricted to institutions that (1) closed temporarily as a result of a disaster, and (2) will not be able to satisfy the regulatory requirements for instruction and supplementary assignments. (For relevant regulations and definitions, see page 2.) A temporary change in standards, if approved, will apply only to currently registered programs. **Please send the completed form within 90 days** of re-opening the institution to: NYS Education Department, Office of College and University Evaluation, 89 Washington Avenue, Room EBA 960, Albany, NY 12234. |
| **A**. Name of institution: |  |
|  Specify campus where a temporary closure has occurred, if other than the main campus: |
| 1. CEO or designee[[1]](#footnote-1)\*
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|  Name and title: |  |
|  Signature and date: |  |
| 1. Contact person, if different
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|  Name and title: |  |
|  Telephone/Fax:  |  |
|  E-mail: |  |
| 1. Nature of the disaster (attach documentation):
 |  |
| 1. Date of disaster:
 |  |
| 1. Timeframe of proposed equivalency of instruction
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| **Items G through J** (please attach the requested information) |
| 1. List all affected programs that prepare candidates for teacher certification or professional licensure\*:
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| \* For **programs that prepare teachers and leaders**, if there are changes in the field experience/student teaching/practica/internship (change in hour requirement, school sites, supervision, etc.), please (1) identify the program(s); (2) indicate the change(s); and (3) provide a justification for the change(s).For **programs that prepare licensed professionals**, if there are any changes in the clinical experience (change in hour requirements, facility, supervision, etc.), please (1) identify the program(s); (2) indicate the changes(s); and (3) provide a justification for the change(s). |
| 1. Describe the institution’s plan to provide as full a term as possible and the rationale for any alternative statement of academic standards. Describe how the proposed alternative compares to the standard semester-hour requirement for both instruction and supplementary assignments.
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| 1. Complete where applicable:
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| 1. Proposed change in format/delivery mode (describe availability of courses and any change in faculty, resources, or support services) |
| 2. Proposed new location (describe availability of courses, faculty, facilities, and support services) |
| 3. List all programs that will be temporarily suspended—i.e., unable to resume due to loss of specialized facilities or other factors—by program code, HEGIS, program title, and degree. What provisions are being made for students in such programs? |
| 1. Describe the steps the institution will take to inform students about temporary program adjustments. Please include copies of notices, if available.
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**Excerpts from the Regulations of the Commissioner of Education:**

**§ 50.1** **Definitions.**

(o) Semester hour means a credit, point, or other unit granted for the satisfactory completion of a course which requires at least 15 hours (of 50 minutes each) of instruction and at least 30 hours of supplementary assignments, except as otherwise provided pursuant to section 52.2(c)(4) of this Subchapter. This basic measure shall be adjusted proportionately to translate the value of other academic calendars and formats of study in relation to the credit granted for study during the two semesters that comprise an academic year.

(w) Disaster means the occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural, technological, radiological or man-made causes, such as fire, flood, earthquake, hurricane, tornado, high water, landslide, mudslide, windstorm, wave action, epidemic, air contamination, drought, explosion, water contamination, chemical accident, war or civil disturbance as declared by state or local governments pursuant to sections 24 or 28 of the Executive Law.

**§ 52.2** **Standards for the registration of undergraduate and graduate curricula.**

(c) *Curricula and awards.*

(4) A semester hour of credit may be granted by an institution for fewer hours of instruction and study than those specified in subdivision (o) of section 50.1 of this Subchapter only:

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

(ii) when the commissioner 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.

(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 section 50.1(w) of this Part, when the commissioner 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.

**§145-2.1 Full-time and part-time study and remedial workload**.

(g) Upon presentation of satisfactory evidence that the commissioner has granted approval for the institution to maintain a statement of academic standards that defines the considerations which establish equivalency of instruction of study and such statement has been adopted by the institution as a result of a disaster as defined in section 50.1(w) of this Part, a semester hour of credit may be granted by an institution for fewer hours of instruction and study for purposes of a scholarship, tuition assistance program or other benefits.

Effective January 3, 2008.

1. **(February 2014)** [↑](#footnote-ref-1)