



Division of Professional Education
Professional Education Program Review
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MEMO

To: Chief Administrators and Chief Nursing Education Program Administrators
From: Office of the Professions, Division of Professional Education
Professional Education Program Review – Associates in Nursing Education
Re: Substantive Change Policy for all New York State Registered Nursing Education Programs
Date: June 2015

Any time there is a substantive change to a currently registered nursing education program the institution must seek approval from this office prior to implementation. Commissioner's Regulation 52.1(h) states, "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." Additionally, the requirements of this office, as an approved accreditation agency for nursing education by the USDE, are described as follows:

- 1) Any change in the established mission or objectives of the institution.
- 2) Any change in the legal status, form of control, or ownership of the institution.
- 3) The addition of courses or programs that represent a significant departure from the existing offerings of educational programs, or method of delivery, from those that were offered when the agency last evaluated the institution.
- 4) The addition of programs of study at a degree or credential level different from that, which is included in the institution's current accreditation or pre-accreditation.
- 5) A change from clock hours to credit hours.
- 6) A substantial increase or decrease in the number of clock or credit hours awarded for successful completion of a program.
- 7) The entering into a contract under which an institution or organization not certified to participate in the title IV, HEA programs offers more than 25 percent of one or more of the accredited institution's educational programs.
- 8) Move of a program or portion of a program to an off-campus location.
- 9) Change in the leadership of the nursing education unit.

If you have any questions, regarding what constitutes a change that must be approved by this office please contact by email at OPPROGS@nysed.gov or by calling 518.474.3817 ext.360.