VI. SED AND CUNY FORMS FOR ACADEMIC PROGRAMS (GRADUATE AND UNDERGRADUATE)

A. Sample Title Page (OAA template)
   - list of documents
   - Appendices
   - Sample Enrollment Forms
SAMPLE TITLE PAGE, OAA MODEL

ABC COLLEGE

OF
THE CITY UNIVERSITY OF NEW YORK

PROPOSAL TO ESTABLISH A PROGRAM IN (DEF)
LEADING TO THE
(GHI) DEGREE

EFFECTIVE FALL (YEAR)

SPONSORED BY THE DEPARTMENT(S) OF (JKL)

APPROVED BY

(ABC) COLLEGE GOVERNANCE (Specify the governance body and date of approval)

College Representative: (title) (first name) (last name), (name of school or division)
Contact: (title) (first name) (last name), (name of department)
Telephone: (area code) (number)
Fax: (area code) (number)
Email: abc@college.edu

Provost’s Signature: ____________________________

Provost’s Name: ____________________________
SAMPLE LIST OF ITEMS TO BE INCLUDED

TITLE PAGE

SED APPLICATION

TABLE OF CONTENTS

ABSTRACT

PURPOSE AND GOALS

NEED AND JUSTIFICATION

STUDENTS
  A. Interest/Demand
  B. Enrollment Projections (Sample Table included)
  C. Admission Requirements

CURRICULUM

COST ASSESMENT
  A. Faculty
  B. Facilities and Equipment
APPENDICES:

APPENDIX A  SAMPLE PROGRAM SCHEDULING (SED Form), COURSE DESCRIPTIONS FOR REQUIRED COURSES, LIST OF NEW COURSES INCLUDING PREREQUISITES, SYLLABI FOR NEW COURSES

APPENDIX B  FACULTY TEACHING ASSIGNMENTS (SED Form), FACULTY TO BE HIRED (SED Form),

APPENDIX C  FIVE YEAR FINANCIAL PROJECTION (CUNY TABLE), PROJECTED REVENUE TABLE (CUNY ), NEW RESOURCES TABLE (CUNY) SUPPORTING MATERIALS FOR PROJECTED REVENUE TABLE (CUNY)

APPENDIX D  LIBRARY RESOURCES

APPENDIX E  EXTERNAL REVIEWS

APPENDIX F  INSTITUTIONAL RESPONSE TO EXTERNAL REVIEWS

APPENDIX G  ARTICULATION AGREEMENTS

APPENDIX H  DISTANCE EDUCATION APPLICATION (IF APPLICABLE)

APPENDIX J  EVALUATION REPORT FORM (NON TEACHER EDUCATION GRADUATE PROGRAM) (CUNY FORM)

APPENDIX K  ARTICULATION AGREEMENT(S) (CUNY)
## SAMPLE STUDENT ENROLLMENT TABLE

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