VII. SED AND CUNY FORMS FOR TEACHER EDUCATION PROGRAMS

G Teacher Education Programs
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1. As per the existing agreement, Trans B (Now called Alternative B) Teacher Preparation programs (e.g., Teaching Fellows programs) are approved via the Chancellor’s University Report (CUR), rather than via the proposal process described earlier in this Handbook. Colleges must submit a resolution requesting approval of the program as part of their CUR (Section AI: Special Actions). Before submitting a resolution, colleges should complete the New York State Education Department (SED) forms specific to the type of program (forms may be found under http://www.highered.nysed.gov/ocue/aipr/register.html and forward them to the CUNY Office of Academic Affairs (OAA), with a cover letter referring to the CUR month and item number. Materials must include these references in order to be processed. The OAA promptly sends registration requests to SED after the Board of Trustees has approved the CUR. Please do not send materials directly to SED, as they will not be processed.

2. In exceptional cases, proposals for registering new programs that are essentially modifications of an existing program (and that do not change core academic content), may also be approved more expeditiously via the CUR. The submission must include a clear indication of the existing program’s five-digit SED registration code and the type of registration action required. Colleges should consult with OAA before proceeding with a proposal in such cases.

3. Other graduate programs leading to classroom teacher certification follow the standard approval process outlined in this Handbook, including:
   a. Preparing a full proposal;
   b. Submitting the proposal to the Committee on Academic Policy, Program and Research (CAPPDR) for approval and subsequently forwarding for approval by the full Board of Trustees.

Proposals for these programs also require appropriate SED forms http://www.highered.nysed.gov/ocue/aipr/register.html, as well as tables on projected expenses and revenue (templates found in this Handbook). For graduate Teacher Education programs, SED must approve external evaluators in advance. In cases where SED does not require external evaluation, OAA will not request one either. Colleges should consult with OAA as to whether SED will expect an external proposal evaluation.