| Action | Department- Division Educational Policy Committee | Dean’s Council  Initial Concept Approval | Individual Faculty Council | Graduate Council | Provost’s Office | | Board of Trustee approval | Provost’s Office - NYSED Registration | Registrar coding | Notes |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Academic | financial Review |
| [Create a New Undergraduate Program](https://www.stjohns.edu/sites/default/files/uploads/PROCESS%20and%20FORMS%20for%20PROGRAM%20APPROVALS%206_24_19.pdf) | X | X | X |  | X | X | X | X | X |  |
| [Create a New Graduate Program](https://www.stjohns.edu/sites/default/files/uploads/PROCESS%20and%20FORMS%20for%20PROGRAM%20APPROVALS%206_24_19.pdf) | X | X | X | X | X | X | X | X | X |  |
| [Create a Dual degree from existing undergraduate and graduate programs (UG/G) or (G/G)](https://www.stjohns.edu/sites/default/files/uploads/PROCESS%20and%20FORMS%20for%20PROGRAM%20APPROVALS%206_24_19.pdf) | X | X | X | X | X | X | **potentially** | X | X |  |
| [Create a Pathway](https://www.stjohns.edu/sites/default/files/uploads/PATHWAYS%20versus%20a%20DUAL%20DEGREE%20process%20%20rev.%206_24_19.pdf) | X | X | X |  | X |  |  |  | X | Currently, NYSED registration is not required. Follow the link for complete directions to create an approved Pathway  NOTE: Programs that require licensure cannot comprise pathways - instead follow the directions for dual degrees. |
| [Create a Jointly-registered\* program](https://www.stjohns.edu/sites/default/files/uploads/PROCESS%20and%20FORMS%20for%20PROGRAM%20APPROVALS%206_24_19.pdf) | X | X | X | X | X | X | X | X | X |  |
| [Create a Certificate Program\*\*](https://www.stjohns.edu/sites/default/files/uploads/PROCESS%20and%20FORMS%20for%20PROGRAM%20APPROVALS%206_24_19.pdf) | X | X | X |  | X | X | **potentially** | X | X | Differences between a free standing certificate and a certificate granted on the way to a degree may cause different approvals to be necessary.  NYSED does not stipulate a minimum number of credit hours for a certificate. Typically certificates are 15 credits or more  Each credit bearing course in the certificate MUST be applicable to a registered degree program  Certificates eligible for financial aid, require US DOE Gainful Employment disclosures required each year. |
| Add a Concentration\* w/i an existing program | X | X | X |  |  |  |  |  | X | All courses must be applicable to the students degree |
| Create a Minor\* | X | X | X |  |  |  |  |  | X | All courses must be applicable to the students degree |
| [Register an existing program to another campus](https://www.stjohns.edu/sites/default/files/uploads/PROCESS%20and%20FORMS%20for%20PROGRAM%20APPROVALS%206_24_19.pdf) | X | X | X |  | X | X | X | X | X | Must have sufficient resources at the campus to offer the entire program  Process is the same as creating a new program |
| Add Distance Learning to an Existing Program | X | X | X |  | X | X | **potentially** | X | X | Please contact the Office of Online Learning in conjunction with beginning the process |
| Change the Title of a  Program | X | X | X |  |  |  |  | X | X |  |
| Discontinuing a Program | X |  | X  only if individual by-laws require it |  |  |  |  | X |  | Dean shall send memo requesting the action and all faculty approvals to L. Shannon |
| Create Digital Badges\* | X | X | X |  |  |  |  |  | X | Badges do not show up on the student transcript |

*To change a program title, add or remove a requirement for graduation, change a significant portion of a programs curriculum (1/3), add or remove a form of delivery (i.e. accelerated), make changes that affect the programs financial aid or licensure or have any other program related inquiries, please contact Linda Shannon with a complete written description at* [*shannonl@stjohns.edu*](mailto:shannonl@stjohns.edu) *as most of these actions will require NYSED approval.*

**\*Definitions:**

**Dual Degree program: O**ne program leading to two degrees offered by a single institution

**Jointly-registered program**: One program that is offered by two or more institutions

**Certificate Programs:** A credential issues by an institution in recognition of the completion of a curriculum other than one leading to a degree.

**Concentration:** A structured plan of study within a major.  The number of credit hours for a concentration varies, but is included within the credit hours for the major.  Concentrations appear on the **o**fficial transcript.

**Minor:** A secondary specialization that one may choose to pursue in addition to a Major. It is often unrelated to the Major, but it may in fact complement it. Minors appear on the official transcript.

**Digital Badge:** An indicator of accomplishment or skill that can be displayed, accessed, and verified online. These badges can be earned in a wide variety of environments, including but not limited to

On-line. Digital Badges do not appear on official transcripts.