



Application for Registration of a New Program¹: Master Plan Amendment Supplement

1. Determine Need for Master Plan Amendment (MPA)

Instructions

When an institution seeks to expand its academic mission (e.g., by offering a degree at a new level of study or in a new disciplinary area, or opening a branch campus), it must submit a master plan amendment application for review by the Board of Regents. The Regents must approve an amendment of an institution's master plan before the institution may undertake the proposed activities.

To determine if the proposed program requires master plan amendment, review the [Proposals Requiring Master Plan Amendment](#) section of the Comprehensive Guidance Document for Program Registration.

If the proposed program requires Master Plan Amendment, include the completed supplement, external review and abstract in the application PDF document.

2. Application for Master Plan Amendment

a) Program Start

Indicate the date by which the institution proposes to enroll students: (mm/dd/yyyy)

b) Student Body

List with percentages the expected geographic origin of the program's students

(a) county in which the program will be offered: %

(b) remainder of the [Regents Higher Education Region](#): %

(c) remainder of the State: %

(d) out of state: %

c) Transfer Students

Describe the admission requirements for students transferring into this program, if applicable.

Answer:

d) Enrollment

Describe the assumptions underlying the enrollment projections.

¹ CUNY and SUNY institutions: contact System Administration for proposal submission process.

Answer:
e) Planning
1. Document fully, with measurable data, the need for the program in terms of the population(s) it would serve, the Regents Higher Education Region in which it will be offered, and the State as a whole. ▪ Note the other institutions in the Region that offer similar programs; ▪ Explain why other institutions are not meeting the need; and ▪ Describe the extent to which the program would meet that need.
Answer:
2. Specify the number of potential students (currently enrolled at the proposing institution, enrolled at other institutions, alumni, others) requesting establishment of the program. Describe and document how such persons were identified (e.g., surveys).
Answer:
3. If pertinent, indicate the potential employers of the program's graduates who have requested its establishment and the exact nature of their specific employment needs, including the estimated number of such employees needed.
Answer:
4. If a program is intended to meet institutional purposes and goals rather than external demand, explain: ▪ its relationship to the institution's mission; ▪ how it would complement the other programs the institution offers; and ▪ how it would contribute to the institution's viability.
Answer:
f) Outcomes of Related Programs
1. List related programs at the institution. For example, an institution applying for master plan amendment to offer a baccalaureate in information technology would list an existing registered associate degree program in that subject.
Answer:
2. Provide data to demonstrate the success of students in the related program(s).
Answer:
g) Resources
Complete the Projected Expenditures (Table 1) and Projected Revenues (Table 2) tables in this supplement.
h) Branch Campus/Interinstitutional Program
If you are proposing a new branch campus or interinstitutional program, complete the Distribution of Space (Table 3) and Projected Capital Expenditures (Table 4) tables.
Not Applicable: ☐ (If not applicable, do not answer remaining questions in this section)
Describe the administrative organization of the proposed branch campus or interinstitutional program, noting specifically the roles of administrators and their relationship, including lines of responsibility, to the

main campus administration. <i>Answer:</i>	
Provide brief statements on the following:	
(1)	location, including the address and the distance in miles from the main campus
<i>Answer:</i>	
(2)	reasons for initiating it
<i>Answer:</i>	
(3)	facilities to be used
<i>Answer:</i>	
(4)	administrative organization of the proposed branch campus or interinstitutional program
<i>Answer:</i>	
(5)	on-site faculty responsible for the program(s)
<i>Answer:</i>	
(6)	support services available for students
<i>Answer:</i>	

Table 1: Projected Expenditures for the Proposed Program

Expenditures ²	1 st Year Academic Year ³	2 nd Year Academic Year ²	3 rd Year Academic Year ²	4 th Year Academic Year ²	5 th Year Academic Year ²
<i>Faculty</i> ⁴					
New Resources ⁵					
<i>Equipment</i> ⁶					
New Resources ⁴					
<i>Other</i> ⁷					
New Resources ⁴					
Total					
New Resources ⁴					

² Specify the inflation rate used for projections.

³ Specify the academic year.

⁴ Include fringe benefits.

⁵ New resources means resources engendered specifically by the proposed program. The new resources from the previous year should be carried over to the following year, new resources with adjustments for inflation, if a continuing cost.

⁶ Include here equipment which is not a capital expenditure.

⁷ Specify what is included in "other" category, (e.g., library staff and additional acquisitions, student services staff, administrative or clerical staff, facilities, student financial aid).

Table 2: Projected Revenue Related to the Proposed Program

Revenues⁸	1st Year Academic Year⁹	2nd Year Academic Year⁹	3rd Year Academic Year⁹	4th Year Academic Year⁹	5th Year Academic Year⁹
<i>Tuition Revenue¹⁰</i>					
01. From Existing Sources ¹¹					
02. From New Sources ¹²					
03. Total					
<i>State Revenue¹³</i>					
04. From Existing Sources ¹¹					
05. From New Sources ¹²					
06. Total					
<i>Other Revenue¹⁴</i>					
07. From Existing Sources ¹¹					
08. From New Sources ¹²					
09. Total					
<i>Grand Total¹⁵</i>					
10. From Existing Sources ¹¹					
11. From New Sources ¹²					
TOTAL					

⁸ Specify the inflation rate used for projections.

⁹ Specify the academic year.

¹⁰ Please explain how tuition revenue was calculated.

¹¹ Existing sources means revenue that would have been received by the institution even if the proposed program were not approved.

¹² New sources means revenue engendered by the proposed program. The revenue from new sources from the previous year should be carried over to the following year as revenues from new sources with adjustments for inflation, if a continuing source of revenue.

¹³ Public institutions should include here regular State appropriations applied to the program. Independent institutions should estimate Bundy aid generated by degrees awarded in the program.

¹⁴ Specify what is included in "other" category.

¹⁵ Enter total of Tuition, State and Other Revenue, from Existing or New Sources.

Table 3: Distribution of Space at a Proposed Interinstitutional Program

Part A. Room Use Distribution

Room Use Categories ¹	Net Assignable Square Feet (NASF) ²	
01. Total Classroom Facilities		
02. Total Laboratory Facilities		
a. class laboratory facilities ³		()
03. Total Office Facilities		
a. academic office facilities		()
b. administrative office facilities		()
04. Total Study Facilities		
a. total library facilities		()
05. Total Special Uses Facilities		
a. athletic/physical education facilities		()
06. Total General Use Facilities		
a. assembly facilities		()
07. Total Support Facilities		
a. data processing/computer facilities		()
08. Total Health Care Facilities		
09. Total Residential Facilities		
10. Total Facilities Planned for Use ⁴		

Part B. Programmatic Facilities Distribution

Program Classification Categories	Net Assignable Square Feet (NASF)
11. Instruction (1.0)	
12. Organized Research (2.0)	
13. Public Service (3.0)	
14. Academic Support (4.0)	
a. libraries (4.1)	()
15. Student Services (5.0)	
16. Instructional Support (6.0)	
17. Independent Operations (7.0)	
18. Unassigned (8.0)	
19. Total Facilities Planned for Use ⁵	

¹ For definitions of Room Use Categories and Program Classification Categories, consult the "Facilities Inventory and Classification Manual, 1973" (OE74-11424). Washington, D.C., U.S. Government Printing Office, 1973.

² Net Assignable Square Feet (NASF) means the sum of the floor areas of a building included within the outside faces of exterior walls for all stories, or areas that have floor spaces less the non-assignable area. Non-assignable area includes that portion of the building areas not available for assignment to building occupants, but necessary for general operations; such areas include circulation, custodial, mechanical, and structural areas.

³ This is a sub-set of the Room Use Category. It may be the same as the NASF reported for the Category, or a smaller amount if there is other space in the Category. On line 03, a plus b need not equal line 03 if other space exists in the Category.

⁴ Line 10 is the sum of line 01 through 09.

⁵ Line 19 is the total of lines 11 through 18 and should equal line 10.

Table 4: Projected Capital Expenditures for the Proposed Interinstitutional Program

Expenditures	1st Year Academic Year²¹	2nd Year Academic Year	3rd Year Academic Year	4th Year Academic Year	5th Year Academic Year
1. Capital Facilities					
2. Equipment (Capital Expenditures) ²²					
3. Total Capital Expenditures					

²¹ Specify the academic year in each column.

²² Do not include equipment expenditures made from the operating budget.

3. External Review of Proposed Programs requiring Master Plan Amendment

Proposed programs needing master plan amendment require a review conducted by an external recognized expert in the field who has been approved in advance by the State Education Department:

See [External Review of Certain Degree Programs](#) for guidance, required form and instructions for submission of the external review and the institution's response to the external review.

4. MPA Abstract

This section requires the preparation and submission of a **one- to two-page abstract** (maximum) summarizing the proposed program.

The abstract should include:

- (a) the title of the proposed program and the degree, diploma, or certificate to which it leads;
- (b) the purpose and goals of the program and its relationship to the stated mission of the institution and to existing offerings of the institution;
- (c) the curriculum;
- (d) the unique characteristics of the program;
- (e) requirements for admission to the program;
- (f) the nature of the prospective student body;
- (g) projected (full- and part-time) enrollment in the program's first and fifth year of operation;
- (h) facilities, equipment, faculty, and other academic resources available, and planned to be acquired, to support the proposed program;
- (i) prospects for employment/further education for the program's graduates; and
- (j) additional basis of need for the program.

The Department sends the abstract to other New York colleges and universities as a canvass to gather their comments and advice on the need and demand for the proposed program(s) and its potential effect on other institutions.