



OFFICE OF HIGHER EDUCATION  
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**TO:** Presidents and Chief Executive Officers of New York State Degree-Granting Institutions

**FROM:** Leslie E. Templeman, Director *Leslie E. Templeman*

**SUBJECT:** Reconciliation – 2018 Inventory of Registered Programs Report

The Inventory of Registered Programs (IRP) is the State Education Department's official list of approved degree and certificate programs, including approved programs leading to teacher, educational leader, and pupil personnel services certification and professional licensure in New York State. Each institution is responsible for ensuring that its programs are registered as required and that the IRP accurately reflects all approved programs.

The 2018 IRP report reflects changes made through March 28, 2018. The link provided in the email accompanying this memo must be used to access your institution's IRP report listing for reconciliation.

By no later than **April 26, 2018**, you must complete the steps outlined below:

1. Review the IRP report listing for your institution.  
(view in full-screen format or print on legal size paper)
2. Submit a single response on behalf of your institution via email to [OCUEINFO@nysed.gov](mailto:OCUEINFO@nysed.gov); the subject line must include "2018 IRP Report". Only one response per institution will be accepted. Your response must either:
  - a. Confirm that the IRP report listing accurately reflects the programs offered by your institution, or
  - b. Indicate that discrepancies exist between the IRP report listing and the programs offered by your institution.
    - To address discrepancies, your institution must submit the required proposal forms as soon as possible to the Department. All forms are available on the Department's website through the following link: <http://www.highered.nysed.gov/ocue/aipr/register.html>.
    - Note that multiple program discontinuances will be accepted on a single change form for 2018 IRP reconciliation purposes only.

**Important:**

*Please note that failure to respond to the Department concerning the 2018 IRP report listing for your institution by **April 26, 2018**, will result in suspension of the review of all pending and new program proposals submitted by your institution to the State Education Department.*

*Program review will resume when the Department receives your response indicating that your institution's 2018 IRP report listing is either accurate or has discrepancies that need to be addressed.*

**New York State Education Department**

**Inventory of Registered Programs**

<u>Data Field</u>	<u>Explanation</u>
REPORT DATE	Report includes all registration actions encoded before date shown.
INST ID: NAME/ADDRESS	Six-digit ID number, abbreviated institution name, address.
AUTHORIZED DEGREES	Indicates the degrees authorized both in the charter and in the master plan; the degrees authorized in the charter and master plan, but with some restrictions specified by the Regents; and the degrees authorized in the charter but not in the master plan.
COUNTY CODE	Standard Higher Education Data System numeric county code.
INSTITUTIONAL LEVEL	Coded as follows: Non-degree, 2-year, 4-year (4-year + graduate), and Graduate (graduate only).
REGENTS REGION	The Regents Higher Education Region in which the institution is located.
INST ACCREDITATION	Indicates accreditation by Middle States Association, if applicable.
APPROVED EXT CENTERS	Names, locations and approval dates of currently approved extension centers.
PROGRAM CODE	Program Code is a unique 5-digit numeric identifier assigned to each individual program and should be used when referencing the program.
PROGRAM TITLE	Title is listed as approved in registration document (abbreviated to fit within the 40-character field provided on the Inventory).
HEGIS	Higher Education General Information Survey code for classifying academic subject areas.
AWARD	Abbreviation of degree, certificate, or diploma granted upon successful completion of the program.
CR/CL HRS	For programs leading to a diploma or certificate, the number of credit hours or clock hours is shown.
1 <sup>st</sup> REG/LST REG	Date program was first registered/Date of latest registration action.
TAP/APTS/VTA [FINANCIAL AID]	These columns indicate whether the academic program is eligible for students to be considered for the State student financial aid programs: TAP, Tuition Assistance Program; APTS, Aid for Part-Time Study; and VTA, Veterans Tuition Awards. Student eligibility is determined separately.
FORMATS	Abbreviation for programs approved to be offered in special scheduling formats or delivery modes (e.g., EVE, evening program; BILNG, bilingual; etc.).
PROF ACCR	The State Education Department cooperates with certain specialized accrediting agencies for purposes of program evaluation. This column lists abbreviations of such accrediting agencies which have extended approval to the program. Generally related to professional programs.

New York State Education Department

Inventory of Registered Programs

<u>Data Field</u>	<u>Explanation</u>
CERTIFICATE/LICENSE [TITLE/TYPE/EFF DATE]	Indicates that successful completion of the program fulfills the academic requirements for the listed educator certification or professional license. Indicates type of teacher certificate (e.g., Initial, Professional, or Init/Prf) or indicates that the program is Licensure-qualifying. Shows the effective date on which the program was approved for certification or licensure purposes.
MULTIPLE PROGRAMS	<p>Multiple programs were formerly known as DUAL, JOINT, OR DUAL/JOINT programs. They can take the form of:</p> <ul style="list-style-type: none"><li>▪ M/I (Multiple-Institution): two or more institutions cooperating in offering a program</li><li>▪ M/A (Multiple-Award): two or more degrees awarded for a single combined program, or</li><li>▪ M/I/A (Multiple-Institution-and-Award): two or more institutions cooperating in a program for which two or more awards are granted.</li></ul> <p>Such programs appear in the listing once for each HEGIS Code or Degree Level, and once for each institution involved. Where the HEGIS code is the same for both degree levels (for instance, a BS/MS in Computer Science) there will be an appearance of duplication because the program will be listed in its entirety once for the BS level and once for the MS level. It is less confusing where the combination is BS (Math)/MS (Computer Science), because the listings are in separate HEGIS codes.</p>