

Change or Adapt a Registered Program

Use the [Request to Change or Adapt a Registered Program](#) form to request program changes that require approval by the State Education Department (see chart).^{*} For **programs that are registered jointly** with another institution, all participating institutions must confirm support for the changes.

Exceptions:

- To change a registered professional licensure program or add a license qualification to an existing program, contact the [Office of the Professions](#) for guidance.
- To change a registered teacher certification or educational leadership certification program or add a certificate qualification to an existing program, use the education program change form.

Changes and Adaptations Requiring State Education Department Approval

Changes in Program Content (all programs)

1. Any of the following substantive changes:
 - Cumulative change from the Department's last approval of the registered program of one-third or more of the minimum credits required for the award (e.g., 20 credits in an associate degree program)
 - Changes in the program's focus or design (e.g., eliminating management courses in a business administration program), including a change in the program's major disciplinary area
 - Adding or eliminating an option or concentration
 - Eliminating a requirement for completion, including an internship, clinical, cooperative education, or other work-based experience
 - Altering the liberal arts and science content in a way that changes the degree classification, as defined in Section 3.47(c)(1-4) of [Regents Rules](#)

Other Changes (all programs)

2. Program title
3. Program award (e.g., change in degree)
4. Mode of delivery (**Note:** if the change involves adding a **distance education format** to a registered program, please complete the [distance education application](#).)
5. Discontinuing a program
6. A format change that alters the program's financial aid eligibility (e.g., from full-time to part-time, or to an abbreviated or accelerated semester)
7. A change in the total number of credits of any certificate or advanced certificate program

Establishing New Programs Based on Existing Registered Programs

8. Creating a dual-degree program from existing registered programs
9. Creating a new program from a concentration/track in an existing registered program

PLEASE NOTE:

Establishing an existing program at a new location requires new registration of the program. If the requested action changes the program's major disciplinary area, master plan amendment may be needed if the revised program represents the institution's first program in that major subject area, at that degree level. If a requested **degree title** is not authorized for an institution chartered by the Board of Regents, charter amendment will be needed.

^{*} **CUNY and SUNY** institutions: contact System Administration for guidance.

- If the change involves **establishing an existing registered program at a new location**, complete a new registration application for the proposed program.

Check all changes that apply and provide the requested information.

Changes in Program Content (*Describe and explain all proposed changes; provide a side-by-side comparison of the existing and newly modified programs.*)

- Cumulative change from the Department's last approval of the registered program that impacts one-third or more of the minimum credits required for the award (e.g., 20 credits in an associate degree program)
- Changes in a program's focus or design
- Adding or eliminating an option or concentration **ADDING THE CASAC-T OPTION TO THE SOCIAL WORK MAJOR**
- Eliminating a requirement for program completion
- Altering the liberal arts and science content in a way that changes the degree classification, as defined in Section 3.47(c)(1-4) of [Regents Rules](#)

If new courses are being added as part of the noted change(s), provide a syllabus for each new course and list the name, qualifications, and relevant experience of faculty teaching the course(s). Syllabi should include a course description and identify course credit, objectives, topics, student outcomes, texts/resources, and the basis for determining grades.

Other Changes (*describe and explain all proposed changes*)

- Program title**
- Program award**
- Mode of Delivery** (**Note:** if the change involves adding a **distance education format** to a registered program, please complete the [distance education application](#).)
- Discontinuing a program:** indicate the date by which the program will be discontinued.²
- Format change** (e.g., from full-time to part-time, or to an abbreviated or accelerated semester)
 - a) Indicate proposed format:
 - b) Describe availability of courses and any change in faculty, resources, or support services:
 - c) Use the Sample Program Schedule to show the sequencing and scheduling of courses in the program.

² If any students do not complete the program by the proposed termination date, the institution must request an extension of the registration period for the program or make other arrangements for those students.

Establishing New Programs Based on Existing Registered Programs

[] **Creating a dual-degree program** from existing registered programs

- a) Complete the following table to identify the existing programs:

	Program Title	Degree Award	Program Code
Program 1			
Program 2			

- b) Proposed dual-degree program (title and award):³
- c) Courses that will be counted toward both awards:
- d) Length of time for candidates to complete the proposed program:
- e) Use the Sample Program Schedule to show the sequencing and scheduling of courses in the dual-degree program.

[] **Creating a new program from a concentration/track in an existing program.**

If the new program is based *entirely* on existing courses in a registered program, provide the current program name, program code, and the following information:

Note: this abbreviated option applies only if a master plan amendment is NOT required *and* there are no new courses or changes to program admissions and evaluation elements. If these conditions are not met, submit a new registration application for the proposed program.

- a) Information from the Application for Registration of a New Program form: cover page (page 1), Sample Program Schedule form, and faculty information charts (full-time faculty, part-time faculty, and faculty to be hired)
- b) Brief description of the proposed program and rationale for converting the existing coursework to a separately registered program:
- c) Expected impact on existing program:
- d) Adjustments the institution will make to its current resource allocations to support the program:
- e) Statement confirming that the admission standards and process and evaluation methods are the same as those in the existing registered program:

Note: if the change involves **establishing an existing registered program at a new location**, complete a new registration application for the proposed program.

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³ Only candidates with the capacity to complete the requirements of both degrees shall be admitted to a dual-degree program.

**LEHMAN COLLEGE
OF THE
CITY UNIVERSITY OF NEW YORK**

DEPARTMENT OF SOCIAL WORK

Curriculum Change

Name of Program and Degree Award: Social Work Program, B.A.
Hegis Number: 2104.00
Program Code: 82477
Effective Term: Fall 2018

1. **Type of Change:** Degree requirements

2. **From:**
Social Work, B.A. (55 Credit Major)

The following credits and courses are required of all Social Work majors:

36 credits in social work:

	Credits
SWK 237 Introduction to Social Work and Social Welfare	3
SWK 239 Social Welfare Institutions	3
SWK 305 Human Behavior and the Social Environment I	3
SWK 306 Human Behavior and the Social Environment II	3
SWK 311 Social Work Practice I	3
SWK 312 Social Work Practice II	3
SWK 440 Fieldwork Seminar I	2
SWK 441 Fieldwork Seminar II	2
SWK 443 Social Welfare Policy	3
SWK 470 Fieldwork I	4
SWK 471 Fieldwork II	4
SWK 446 Social Work Research	3

SWK 470, SWK 312: Majors are expected to register for SWK 470 for the Fall semester after completing SWK 312.

~~6 credits in sociology:~~

	Credits
SOC 166 Fundamentals of Sociology	3
SOC 301 Methods of Social Research	4

One elective:

One 3-credit 300-level SWK elective course above SWK 312, OR one 3-credit 300-level SOC elective course above SOC 303.

~~10-14 credits in other disciplines:~~

	Credits
PSY 166 General Psychology	3
POL 166 The American Political System	3
BIO 183 Human Biology	4
Or	
BIO 166 Principles of Biology: Cells and Genes	4
And	
BIO 167 Principles of Biology: Organisms	4
Or	
BIO 181 Anatomy and Physiology I	4
Or	
BIO 182 Anatomy and Physiology II	4

Social Work may not be selected as a minor.

According to New York State Education Department regulations, students receiving a B.A. degree must complete 90 credits in liberal arts courses. SWK 311, SWK 312, SWK 440, SWK 470, SWK 441 and SWK 471 do not qualify as liberal arts courses.

Courses

Students should note that the following year-long sequences begin only in the Fall semester:

- Human Behavior and the Social Environment I and II (SWK 305 and SWK 306)
- Social Work Practice I and II (SWK 311 and SWK 312)
- Fieldwork Seminar I and II (SWK 440 and SWK 441)

- Fieldwork I and II (SWK 470 and SWK 471)

NOTE: The credit increase from 33 to 36 credits, and the addition of SWK 446 and the removal of SOC 303 as a requirement for the Social Work major is effective Spring 2018.

3. To:

Students intending to major in Social Work must choose one of the following two options:

Option 1: Social Work, B.A. (55 Credit Major)

The following credits and courses are required of all Social Work majors:

36 credits in social work:

	Credits
SWK 237 Introduction to Social Work and Social Welfare	3
SWK 239 Social Welfare Institutions	3
SWK 305 Human Behavior and the Social Environment I	3
SWK 306 Human Behavior and the Social Environment II	3
SWK 311 Social Work Practice I	3
SWK 312 Social Work Practice II	3
SWK 440 Fieldwork Seminar I	2
SWK 441 Fieldwork Seminar II	2
SWK 443 Social Welfare Policy	3
SWK 470 Fieldwork I	4
SWK 471 Fieldwork II	4
SWK 446 Social Work Research	3

SWK 470, SWK 312: Majors are expected to register for SWK 470 for the Fall semester after completing SWK 312. Prior to applying for Fieldwork I (SWK 470), all students must complete the New York State mandated 2-hour “Training in Child Abuse Identification and Reporting” online at <http://www.nysmandatedreporter.org>. The training and a Certificate of Completion are provided at no cost. A copy of the Certificate of Completion must be submitted together with the application for Fieldwork (SWK 470). Students who have taken this training previously are not required to repeat it if they provide the Social Work Department with a copy of their Certificate of Completion.

One elective:

One 3-credit 300-level SWK elective course above SWK 312, OR one 3-credit 300-level SOC elective course above SOC 303.

16 -20 credits in other disciplines:

	Credits
<u>SOC 166</u> <u>Fundamentals of Sociology</u>	<u>3</u>
PSY 166 General Psychology	3
POL 166 The American Political System	3
<u>ENW</u> <u>300-level course</u>	<u>3</u>
BIO 181 Anatomy and Physiology I	4
Or	
BIO 182 Anatomy and Physiology II	4
Or	
BIO 183 Human Biology	4
Or	
BIO 166 Principles of Biology: Cells and Genes	4
And	
BIO 167 Principles of Biology: Organisms	4

Social Work may not be selected as a minor.

According to New York State Education Department regulations, students receiving a B.A. degree must complete 90 credits in liberal arts courses. SWK 311, SWK 312, SWK 440, SWK 470, SWK 441 and SWK 471 do not qualify as liberal arts courses.

Courses

Students should note that the following year-long sequences begin only in the Fall semester:

- Human Behavior and the Social Environment I and II (SWK 305 and SWK 306)
- Social Work Practice I and II (SWK 311 and SWK 312)
- Fieldwork Seminar I and II (SWK 440 and SWK 441)
- Fieldwork I and II (SWK 470 and SWK 471)

Option 2: Social Work, B.A. – CASAC-T (58 Credit Major)

By agreement of the Lehman College Social Work Department with the New York State Office of Alcoholism and Substance Abuse Services (OASAS), Lehman students who fulfill the following will have completed all educational requirements for the CASAC-T (Credentialed Alcoholism and Substance Abuse Counselor-Trainee) and will be issued the OASAS CASAC 350-Hour Standardized Certificate of Completion by the Lehman College Social Work Department:

- Successful completion of all requirements for the Social Work Major – Option 1 (55 credits)
- Successful completion of the following two social work courses:
SWK 251: Substance Abuse and Urban Society (3 hours, 3 credits)
SWK 351: Theoretical Perspectives of Substance Abuse (3 hours, 3 credits)

NOTE: SWK 351 can fulfill the 300-level elective requirement in the Social Work Major – Option 1.

Additional requirements for the CASAC will include the following:

- Work experience in an OASAS-approved substance abuse agency; Successful completion of the N.Y. State CASAC credentialing examination; Submission of an application and required fee to OASAS Credentialing Unit staff.
- Arrangements to meet those requirements will be made individually by the student with the N.Y. State Office of Alcoholism and Substance Abuse Services (OASAS).

4. Rationale (Explain how this change will impact learning goal and objectives of the department and Major/Program):

The new Research course, SWK 446, includes relevant material from both SOC 301 and SOC 303. We previously requested that SOC 303 be dropped as a requirement for Social Work majors. We are now requesting that SOC 301 be dropped as a requirement for the Social Work major and be replaced with an ENW 300-level course. The English writing course will meet the urgent learning needs of our Social Work majors. The English Dept. has agreed to this requirement. Selection of the course will be addressed in advisement with individual students by both English and Social Work Department advisors.

The CASAC-T is a very important credential for our graduates. Many substance abuse agencies require the CASAC or CASAC-T for employment; the designation of completion of the CASAC-T Option on our Social Work majors' transcripts will be useful as they apply for jobs. This Option will also open the door for students to receive financial aid for SWK 251; we see many students who do not complete the CASAC-T because this course is not a requirement for the major and therefore is not covered by financial aid. SWK 351 already meets the elective requirement for the major.

5. Date of departmental approval: September 6, 2017