

1. Organization and Program Information

1.1 Submission Title Page

Prepare a submission title page with the following information.

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| Full Legal Name of Organization: State University of New York at Potsdam |
| Operating Name of Organization: SUNY Potsdam |
| Common Acronym of Organization (if applicable): |
| URL for Organization Homepage (if applicable): www.potsdam.edu |
| Proposed Degree Nomenclature: [e.g., Bachelor of Arts (Psychology), B.A. (Psychology)] Master of Science in Teaching- Childhood Instruction |
| Location (specific address) where program to be delivered (each location requires a location-specific consent from the Minister): Dominican University College 96 Empress Ave. Ottawa, Ontario |
| Contact Information: Person Responsible for this Submission:* Name/Title: Dr. Thomas Fuhr, Director of Extended Education Full Mailing Address: 44 Pierrepont Avenue Telephone: (315) 267-3089 Fax: (315) 267-3088 E-mail: fuhrtw@potsdam.edu |
| Site Visit Coordinator (if different from above):** Name/Title: Full Mailing Address: Telephone: Fax: E-mail: |
| Anticipated Start Date: Fall 2010 for this location |
| Anticipated Enrolment for the first 4 years of the program: Year 1 N/A; Year 2 N/A; Year 3 N/A; Year 4 N/A |
| Initial Tuition Fee: \$ N/A (for a semester, full time) |
| * The person who is the primary contact for the submission on matters pertaining to proposal content and communications from the Postsecondary Education Quality Assessment Board. ** This person will be the organization's liaison for coordinating the site visit. |

1.2 Table of Contents Not Applicable

2.1 Executive Summary

SUNY Potsdam is requesting a change in location only from the Derry Byrne Centre (165 Knoxdale Rd., Nepean, Ontario) to Dominican University College (96 Empress Avenue, Ontario) to become effective on, or before, September 1, 2010.

3.1 Program Abstract No Change

4.1 Degree Level Summary No Change

4.2 Samples of Student Work No Change

5.1.1 Admission Requirements Direct Entry No Change

5.1.2 Admission Policies and Procedures for Mature Students No Change

5.2.1 Credit Transfer/Recognition Policies and Procedures No Change

5.2.2 Advanced Placement Policies No Change

5.2.3 Degree Completion Arrangements No Change

5.2.4 Gap Analysis No Change

5.2.5 Bridging Courses No Change

5.3 Promotion and Graduation Requirements No Change

6.1.1 Program Advisory Committee Membership No Change

6.1.2 Program Advisory Committee Minutes No Change

6.2.1 Professional Accreditation or Other Requirements No Change

6.2.2 Letters of Support: Professional/Accreditation or
Other Requirements No Change

6.3.1 Program Level Learning Outcomes No Change

6.3.2 Course Descriptions No Change

6.3.3.1 Program Hour/Credit Conversion Justification No Change

6.3.3.2 Undergraduate Academic Course Schedule No Change

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| 6.3.3.3 | Graduate Academic Course Schedule | No Change |
| 6.4 | Course Outlines | No Change |
| 6.5.1 | Support for Work Experience | No Change |
| 6.5.2 | Work Experience Outcomes and Evaluation | No Change |
| 7.1.1 | Quality Assurance Policies | No Change |
| 7.1.2 | Policy on Student Feedback | No Change |
| 7.1.3 | Student Feedback Instruments | No Change |
| 7.2.1 | On-line Learning Policies and Practices | No Change |
| 7.2.2 | Academic Community Policies | No Change |
| 8.1 | Legal Characteristics | No Change |
| 8.2.1 | Governance and Administrative Structure | No Change |
| 8.2.2 | Responsibilities of Governing Bodies | No Change |
| 8.2.3 | Reporting Structure | No Change |
| 8.3.1 | Coordinated Business and Academic Plans to Support Program Quality | No Change |
| 8.3.2 | Administrative Staff | No Change |
| 8.4 | Participation in Academic Policies and Standards | No Change |
| 8.5.1 | Library Resources | CHANGE |

The Ottawa Catholic School Board has agreed to continue to allow faculty and student access to their approximate 12,557 resource material items located at the Derry Byrne Centre, which is located approximately 14 kilometers from Dominican University College. In addition, Dominican University College's library will provide shelf space to SUNY Potsdam to place resource books and other learning materials on reserve for our students to utilize. In addition, SUNY Potsdam maintains extensive online data bases of relevant educational periodicals and texts that can be accessed electronically by students at any time.

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| 8.5.2 | Computer Access | No Change |
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8.5.3 Classroom Space No Change

Note: **Two classrooms with internet access were available for us at the Derry Byrne Centre. With Dominican University College, we also have two classrooms reserved for our use during designated weekday evenings or on Saturdays as needed. In addition, at the Derry Byrne Centre, we did not have a faculty office available for our instructors to use. However, with Dominican University College, we will now have such an office. In addition, our students will have access to library and reference services on weekday evenings and access to vending/snack machines.**

8.5.4 Laboratories/Equipment No Change

8.6 Resource renewal and upgrading No Change

8.7 Support Services No Change

8.8 Policies on Faculty No Change

8.9.1 CV Release No Change

8.9.2 (A-F) Curriculum Vitae of Current Faculty Assigned to This Degree Program No Change

8.10 Enrolment Projections and Staffing No Change

9.1 Program Design and Credential Recognition No Change

10.1.1 Current Regulatory or Licensing Requirements No Change

10.1.2 Letters of Support from Regulatory/Licensing Bodies No Change

11.1. Period Review Policy and Schedule No Change

12.1.1 Academic Freedom Policy No Change

12.1.2 Academic Honesty Policy No Change

12.1.3 Academic Honesty Procedure No Change

12.2 Policy on Intellectual Products No Change

12.3 Policy on Ethical Research Practices No Change

13.1 Academic Calendar Information No Change

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| 13.2.1 | Dispute Resolution | No Change |
| SUNY Potsdam | | June 2, 2010 |
| 13.2.2 | Fees and Charges | No Change |
| 13.2.3 | Student Dismissal | No Change |
| 13.2.4 | Withdrawals and Refunds | No Change |
| 13.3 | Student Protection Information | No Change |
| 14.1 | Other Relevant Information | No Change |