Procedures and Guidelines for Professional Masters Degree Programs
Offered at Cornell NYC Tech by Fields within the Graduate School

This memo outlines the operational procedures and guidelines for professional masters degrees offered at Cornell NYC Tech for fields within the Graduate School. The goal of such programs is to provide a technical education of similarly high-quality to the corresponding degree programs offered in Ithaca, with a focus on entrepreneurial approaches and ties to the high-tech industry.

1. Academic Content. The curriculum and requirements of a professional masters degree program at Cornell NYC Tech will be determined by the graduate field or fields offering that program.

2. Faculty Composition. The majority of credit hours offered towards a professional masters degree will be taught by faculty who both are members of the corresponding graduate field and have a full time appointment (paid or unpaid) at Cornell NYC Tech for the relevant period of instruction. This requirement applies only to “lead” faculty who have the main responsibility for a course, but not to lab assistants or similar academic support staff or to occasional lecturers.

3. Other Instructors. Visiting faculty and adjuncts at Cornell NYC Tech may serve as lead faculty for courses in the program, as long as in aggregate these faculty members teach a minority of the credit hours offered.

4. Faculty Program Leader. For each such professional masters program, a faculty program leader will be appointed by agreement of the Vice Provost/Dean of Cornell NYC Tech and the Chair/Director of the Department/School with primary responsibility for administering the graduate field. The faculty program leader will be chosen from among the members of the graduate field who are located at Cornell NYC Tech, or from other members of the graduate field if necessary. This individual will have responsibility for ensuring the academic integrity of the program at Cornell NYC Tech, and for working with the Director of the Ithaca professional masters program to coordinate admissions and other aspects of the program between the Ithaca and NYC campuses. Under appropriate circumstances, the faculty program leader may serve in the equivalent roles on both campuses.

6. Co-taught or Remotely Offered Courses. To enrich course offerings at Cornell NYC Tech and in Ithaca, a course may be team taught with a faculty member in each location, or may allow registration of students from one campus who remotely attend a course at the other campus. Such offerings must be approved by the Vice Provost/Dean and the Chair/Director responsible for the Ithaca program.

7. Admissions Process. The target size of the incoming class will be determined by the Vice Provost/Dean. Admissions decisions for the Cornell NYC Tech campus will be overseen by the graduate field or fields offering the program. The director of graduate studies and the faculty program leader will consult in making the faculty appointments to the admissions committee. The graduate field application form will allow students to indicate to which specific program they are applying, Ithaca or Cornell NYC Tech. Admissions decisions will be made separately for the Cornell NYC Tech campus, but such decisions will be coordinated with admissions to the Ithaca program (if any) to provide a single point of information to the applicant and to manage the number of admitted students for each campus.
8. Administrative Resources. Administrative support for Cornell NYC masters degree programs will be funded by Cornell NYC Tech. Support will include local on-campus student services staff at Cornell NYC Tech, and may also include staff support in Ithaca as agreed upon by the Vice Provost/Dean of Cornell NYC Tech and the Chair/Director of the Department/School with primary responsibility for administering the graduate field.

Dated: March 25, 2013