



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

**TO:** The Honorable the Members of the Board of Regents  
**FROM:** William P. Murphy *William Murphy*  
**SUBJECT:** Conferral of Degrees: Dowling College  
**DATE:** January 2, 2020  
**AUTHORIZATION(S):** *Sharon L. Takee*

#### SUMMARY

#### **Issue for Decision (Consent Agenda)**

Should the Board of Regents confer degrees upon students successfully completing programs at Dowling College?

#### **Reason(s) for Consideration**

Required by State statute and State regulation.

#### **Proposed Handling**

This question will come before the Full Board at its January 2020 meeting, where it will be voted on and action taken.

#### **Background Information**

Section 208 of the Education Law gives the Regents the authority to make awards in certain circumstances. By statute and regulation, institutions of higher education that have provisional charters do not have authority to award degrees. Until such time as a charter is made absolute, the Board of Regents awards degrees on behalf of provisionally chartered institutions. In the case of closed institutions of higher education, in order to hold students harmless, the Board of Regents awards degrees to eligible students who complete the requirements for their registered degree programs at other institutions, for specified periods of time.

## *Dowling College*

Dowling College, which was located at 150 Idle Hour Boulevard in Oakdale, New York, was granted an absolute charter by the Board of Regents on September 27, 1968. On August 31, 2016, Dowling College closed. Former Dowling College students may apply for a Regents diploma if they meet all of the following criteria: were enrolled in Dowling College at the time of its closure; had 15 credits or less remaining to complete their registered Dowling program; are able to complete those credits at other colleges within three years from the closure of Dowling College (i.e., by August 31, 2019); and apply to the New York State Education Department no later than December 31, 2019. The conferral process consists of the following steps:

For provisionally chartered institutions:

- The institution sends the Department a request for conferral of degrees to students who have completed their registered programs.
- The Department reviews the relevant documentation provided by the institution to assure its accuracy. (This step may involve multiple communications with an institution depending upon the accuracy and completeness of the documentation provided.)
- The Department prepares a degree conferral item for Regents action that lists all candidates and the degrees earned.
- After the Regents have voted to confer the degrees, Department staff notify the institution of the Regents action. The institution prepares diplomas with the candidates' names and degrees completed, along with the signatures of appropriate officers at the institution.
- Institution-signed diplomas are sent to the Department for the imprinting of the signatures of the Chancellor of the Board of Regents and the President of USNY (Commissioner of Education) and the affixing of the official Board of Regents seal to each diploma.
- Once the diplomas have the signatures of the Chancellor and the President of USNY and the official Regents seal, the diplomas are mailed back to the institution, to be provided to the students.

For closed institutions:

- The student submits to the Department official transcripts from the closed institution and any other institution at which the student earned credit toward the degree.
- The Department reviews the transcripts and compares the completed courses to the requirements of the registered program at the closed institution.
- Upon a determination that the student has completed the program requirements, the Department prepares a degree conferral item for Regents action that lists all candidates and the degrees earned.
- After the Regents have voted to confer the degrees, the Department prepares the diplomas with the candidates' names and degree awards, the

diplomas are signed by the Chancellor and the President of USNY (Commissioner of Education), and the official Regents seal is affixed.

- The completed diplomas are sent to the students by the Department.

### **Related Regents Items**

[October 2019](http://www.regents.nysed.gov/common/regents/files/1019brca1.pdf): <http://www.regents.nysed.gov/common/regents/files/1019brca1.pdf>

[September 2019](http://www.regents.nysed.gov/common/regents/files/919brca2.pdf): <http://www.regents.nysed.gov/common/regents/files/919brca2.pdf>

[March 2019](http://www.regents.nysed.gov/common/regents/files/319brca1.pdf): <http://www.regents.nysed.gov/common/regents/files/319brca1.pdf>

[January 2019](http://www.regents.nysed.gov/common/regents/files/119brca2.pdf): <http://www.regents.nysed.gov/common/regents/files/119brca2.pdf>

### **Recommendation**

VOTED: That the Board of Regents confer upon the following individuals, who have completed the requirements for registered degree programs at Dowling College, the respective degree as listed below.

#### **Dowling College**

The following student has completed the requirements for the respective award as indicated:

*Master of Science (M.S.)*  
Robinson, Melissa Marie

*Bachelor of Business Administration (B.B.A.)*  
Tilton, Elizabeth Margaret