

CHECKLIST NEW ASSOCIATE DEGREE PROGRAM

Name of School _____ Date: _____

Program Title _____

References: Rule 41, Sections 004, 010, & Appendix A,

- Application for Authority to Award Associate Degree form
- \$135.00 Fee (Appendix A)
- Course Schedules (004.09E) Page # _____
- Course Descriptions (004.01E & 004.09H) Page # _____
- Credentials offered (004.01A & 004.10):
- Measurement (004.10D): Course Credit Given (check one):
 - Clock Hours
 - Quarter Hours
 - Semester Hours
 - Lecture Hours _____
 - Lab Hours _____
 - Externship Hours _____
 - TOTAL _____
- Evidence of Educational Quality (004.01):
 - Specific statement of program objectives (004.09G)
 - Teacher/Student ratio (004.09G) _____
 - Evidence that curriculum is based on the knowledge and skill required to enable a graduate to secure an entry level position in this occupation (004.01C). *i.e., statements from program Advisory Council members or from local employers approving this curriculum, comparable programs that have been approved and are successful at other schools.*
- Instructor Qualification Forms (004.05)(010.05):

Gen Ed Instructors must have baccalaureate degree & adequate preparation in assigned area
- Catalog or catalog addendum containing references to this program (004.09)
- Proposed advertising to be used for this program (004.13)
- Library (010.06): Description of library resources that will be available to those enrolled in the degree program and what resources will be required.
 - Maintained & supervised by a trained librarian or a competent staff member.
 - Holdings appropriate to program
 - Standard works of reference
- Facilities & Equipment, Description of (004.02):
 - Number of workstations provided, number of students assigned to each workstation or instructional section at a time (004.02)
 - Building, work space, & equipment complies with health & safety requirements (004.02A)
 - Major items of equipment list is appropriate (004.02B)
- Veterans Education Approval Requested: If requesting approval for Veterans Education provide 4 copies of all documentation.