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.

10-8-04