

**PROGRAM/COURSE OF STUDENT FOR A  
DEGREE PROGRAM – Revised 8/2009**

Name of School: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Degree Program Title: \_\_\_\_\_

Credential to be awarded: Occupational Associate    Academic Associate

Bachelor's    Master's     Doctorate    Post-Graduate Certificate

Program Objective: \_\_\_\_\_  
\_\_\_\_\_

Unit of academic measurement used by the institution:

Clock Hours    Semester Credit Hours    Quarter Credit Hours

- How many clock hours equal one lecture credit? \_\_\_\_\_
- How many clock hours equal one laboratory credit? \_\_\_\_\_
- How many clock hours equal one externship/  
Internship/practicum credit? \_\_\_\_\_

Total Clock Hours: \_\_\_\_\_ Total Credit Hours \_\_\_\_\_

Mode of delivery:

Residential    On-line    Combination

Tuition: \_\_\_\_\_

Fees (itemized): \_\_\_\_\_

Total Tuition and Fees: \_\_\_\_\_

Proposed Program Start Date: \_\_\_\_\_ Faculty/Student Ratio: \_\_\_\_\_

Length in Weeks: \_\_\_\_\_ Length in Months: \_\_\_\_\_ Length in Years: \_\_\_\_\_

**3. PROGRAM OUTLINE \* - May be revised as needed**

Please list the number of classroom lecture, laboratory/shop/independent study, and/or externship clock and credit hours for each course in the degree program. The minimum number of credit hours in the occupational subjects, general education courses or applied general education courses must meet the requirements of your accrediting commission. **Copy and attach additional pages if necessary.**

	Classroom Clock Hours	Lab/Shop Clock Hours	Externship Clock Hours	Total Clock Hours	Total Credit Hours
<b>Technical/Occupational Courses:</b>					
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Total this section	_____	_____	_____	_____	_____
<b>General Education Courses:</b>					
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Total this section	_____	_____	_____	_____	_____
<b>Applied General Ed/Other Courses:</b>					
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Total this section	_____	_____	_____	_____	_____
TOTALS	_____	_____	_____	_____	_____
<b>TOTAL ALL SECTIONS</b>	_____	_____	_____	_____	_____

\* If the same information is required by the accrediting commission, you may substitute their form for question #3.

1. Submit a brief description for each course.
2. What are the requirements for admission?
3. What are the requirements for graduation?
4. A list of assigned textbooks or learning materials for this program.
5. A list of the fixed equipment required to offer the program. Identify separately equipment, materials, etc. required for the student.
6. Submit a copy of the proposed degree program, **as it will appear in the catalog**, to include:
  - a. Description of the program that includes title, objectives, clock/credit hours, length of time normally to complete the program
  - b. Tuition and fees
  - c. Admissions requirements
  - d. Graduation requirements
  - e. Licensing requirements for graduates to practice
  - f. Credential to be awarded upon completion of the degree program
7. If applicable, submit the following information on the practicum, externship/internship:
  - a. Provide an explanation of the student's goals and the student's responsibilities at the externship/internship site.
  - b. Provide the evaluation criteria which will be used by the employer or supervisor to assist in evaluating the student's attainment of the training objectives.
  - c. A certificate of insurance demonstrating adequate liability coverage at the externship site
  - d. If an externship, provide a list of available extern sites.
8. If the program is offered online, provide a brief description of the delivery system.
9. Complete information on local, state or national requirements for graduates to practice.
10. Provide the Program Director and Faculty Requirements to demonstrate compliance with accreditation criteria.
11. Market research summary/industry career opportunities information for the program. include information on job opportunities, industry outlook, starting salaries, and potential Employers for graduates.
12. Copy of diploma, certificate or degree for the proposed new program.
13. Additional information may be required as deemed necessary or appropriate.