

APPLICATION FOR OCCUPATIONAL ASSOCIATE DEGREE PROGRAM

Name of Institution _____ ACCET ID # _____

Address _____

City _____ State _____ Zip Code _____

I certify that all information presented in this application and the supporting materials is true and accurate to the best of my knowledge and has not been advertised or offered to students.

Printed Name of Designated Institution Official

Title

Signature

Date

1. Degree Program Title _____

2. Does the application propose a new program, transition from certificate to degree program, or revised program?

Check one New Transition Revised

3. Classification of Instructional Program: (refer to website – www.nces.ed.gov/pubs2002/cip2000)
Title? _____ CIP Number? _____

4. Occupational Outlook Handbook Reference: (refer to website – www.doleta.gov/programs/onet)
Title? _____ O-NET number? _____

5. Total Number of Clock Hours _____ Total Number of Weeks of Instruction _____

6. Total Number of Credit Hours _____ Check one Quarter Semester

7. Proposed Start Date of Degree Program _____

8. Will the degree program be implemented at any location other than the main campus? Yes No

If the answer is yes, please complete the information below for all branch, auxiliary, and extension sites.

Branch Auxiliary Extension

Campus Name _____

Address _____

City _____ State _____ Zip Code _____

Exhibits to this application:

EXHIBITS	INFORMATION REQUESTED
___1.	<u>Application fee:</u> Submit the required fee in accordance with ACCET Document 10 – <u>Fee Schedule.</u>
___2.	<p><u>Templates:</u> Provide narrative responses, with exhibits, to address Specific Field Criteria and Questions/Statements outlined in ACCET Document 3.OAD – <u>Occupational Associates Degree Template</u> to demonstrate the expanded scope and depth of occupational associate degree programs. <u>Note:</u> Institutions that have previously approved to offer an occupational associate degree program are not required to submit this information for additional OAD applications; however, the 3.OAD narrative response and exhibits must be provided for subsequent integration into the institution’s ASER at the time of reaccreditation.</p> <p>Additionally, if applicable, provide narrative responses, with exhibits, to address Specific Field Criteria and Questions/Statements outlined in templates for specific fields such as:</p> <ul style="list-style-type: none"> • Document 3.NAH – <u>Nursing and Allied Health Template.</u> <p><u>Note:</u> Institutions that have previously been approved to offer programs in one of these fields are not required to submit this information for additional applications in the same field; however, the template must be completed for subsequent integration into the institution’s ASER at the time of reaccreditation.</p>
___3.	<u>State Approval or Exemption:</u> Provide copies of written approval (or exemption) for offering the new or revised program/course from each state agency for each state in which the course/program will be offered. If the agency in any particular state does not regulate the institution or the program/course, include written documentation from the state agency(s) stating the state does not regulate the institution or program.
___4.	<u>Site(s):</u> Identify each ACCET-approved site (including the main campus) where the proposed program will be offered and the full name, address, and telephone number of each site. Sites that have not yet been approved by ACCET should not be included. (Refer to ACCET Document 26 – <u>Review and Approval of Additional Locations.</u>)
___5.	<u>Instructional Materials/Equipment:</u> Provide a list of all instructional materials, learning aids, and equipment to be used for the proposed curriculum. For the instructional materials, indicate the publishers, editors, and copyright dates of each. For the equipment, provide the name, a brief description, as well as the quantity and age of each. Include items that have yet to be acquired, along with the expected date of acquisition.

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___ 6.	<u>ACCET Document 6 – Faculty/Administrative Personnel Form:</u> Submit a completed Document 6 for each individual designated to instruct or supervise the new or revised program/course. If employment is pending, provide a written job description and minimum education/work experience requirements for each such position.
___ 7.	<u>ACCET Document 25.3 – Employer Questionnaire (Vocational Program Only):</u> Provide at least five questionnaires completed by employers in the institution's local market area.
___ 8.	<u>ACCET Document 25.4 – Program Information:</u> Identify the measurable objectives of the program and describe the procedure for evaluating the achievement of each program objective in order to validate the learning process.
___ 9.	<u>ACCET Document 25.5 – Course Information:</u> Complete a separate course information sheet for each course/subject within the proposed curriculum, regardless of whether this course has been previously approved by ACCET as an individual curricular offering or as part of a different program of study. List weekly objectives or competencies that identify the scope and sequence of the course content. Identify the teaching methodologies to be used to achieve the course objectives and the assessment tools to measure student progress in achieving the objectives/competencies.
___ 10.	<u>ACCET Document 25.6a - Clock Hour Breakdown – By Program and By Course:</u> If the program/course is measured in clock hours, provide a breakdown of the clock hours allocated for lecture, laboratory, and externship/internship for each individual course as well as the total number of clock hours in lecture, laboratory, and externship/internship for the program.
___ 11.	<p><u>ACCET Document 25.6b – Clock Hour and Credit Hour Breakdown – By Program and By Course, along with Documentation of Work Outside of Class:</u> If the program/course is measured in credit hours, submit the following:</p> <p>A. A copy of the institution’s policies and procedures for determining credit hours that the institution awards for courses in this program and the institution’s definition of the clock hour-to-credit hour conversion to be utilized for academic purposes and for financial aid purposes, effective July 1, 2011 (Submit as Exhibit 11-A).</p> <p>B. A completed <u>Clock Hour and Credit Hour Breakdown – By Program and Course</u> (Document 25.6b) for the general education courses in the program, with a breakdown of the clock hours and credit hours consistent, if applicable, with the Program Integrity Regulations which are effective July 1, 2011. (Submit as Exhibit 11-B).</p> <p>C. A completed <u>Clock Hour and Credit Hour Breakdown – By Program and Course</u> (Document 25.6b) for the occupational and related courses in the program, with a breakdown of the clock hours and credit hours consistent, if applicable, with the Program Integrity Regulations which are effective July 1, 2011. (Submit as Exhibit 11-C).</p>

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	<p>D. Syllabi (and other curricular material as necessary) for a minimum of four courses in the program documenting work outside of class such as homework and indicating an approximation of the time required for students to complete the assignments (Submit as Exhibit 11-D).</p> <p>E. Documented evidence for a minimum of four courses in the program that the evaluation of homework or work outside of class is identified as a grading criterion and weighted appropriately in the determination of a final grade for each course (Submit as Exhibit 11-E).</p>
___ 12.	<p>ACCET Document 25.7 – Admissions Standards and Criteria: Submit completed document 25.7 identifying the specific entrance requirements for admittance to the proposed program/course. Include the requested information relative to any entrance examination, ability to benefit test, and/or other requirements for admittance to ensure that students have a reasonable expectation of successfully completing training, obtaining any licensure/certification and, if applicable, securing employment.</p>
___ 13.	<p>Catalog Addendum: Provide a draft copy of the catalog addendum, with specific reference to the following as it relates to the program:</p> <ul style="list-style-type: none"> • The admissions requirements; • A description of the program and the delivery methodology; • The graduation requirements; and • The credential awarded upon completion of the program.
___ 14.	<p>Additional Information: Refer to ACCET document 25 – <u>Policy on Approval of New or Revised Curriculum</u> for additional information <u>required</u> for programs that includes: externships/internships.</p>

Note: In accordance with Document 25 – Approval of New or Revision Program/Course, a partial application may be submitted, if this application represents **a revision** of a currently approved program resulting in a 20% or less increase or decrease in the total number of published/approved clock hours either by itself or cumulatively with previous revisions during the preceding 12 month period.