# Program Approval Process – Certificate and Degree Credits

Rationale Recommendations Criteria Programs

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| * Expectation that students can move through an educational program in a timely and cost-efficient manner. * For professional/technical programs, employer needs should inform content and credits within a program. * It’s a balancing act between robust program content that meets employer expectations by encompassing critical content and moving students through a program of study to completion in a timely way. | **Prof/Tech only –**  Certificates 1-19 credits – same process. Registration only.  Certificates 20-44 or fewer credits   * Expedited approval process -   First two digits of certificate CIP are same as the first two digits in the CIP used for primary program   * College provides a program description and pathway diagram * College provides documentation of need for the proposed prof/tech certificate.   Certificates 45 or more credits - OR -  Certificates 20-44 credits that are part of a primary program and the first two digits of the certificate CIP differ from the first two digits of primary program CIP.   * Full program approval process   **Transfer and Prof/Tech**  Degrees   * Full program approval process.   Colleges will be required to provide additional information is certificates or degrees exceed a specific credit threshold.  Certificates 40-44 credits  College provides rational for not developing a full 45- credit certificate that includes required general education courses.  Certificates 75-89 credits  College provides rational for not developing a full 90- credit degree that includes required general education courses.  Degrees 106 credits or more  College provides rational for exceeding a full additional quarter (15 credits) of coursework for degree completion. | College provides documentation as required.  Documentation of need may include, but is not limited to advisory committee meeting minutes, notes of conversations or emails from local employers, labor/market data, or notes from meetings with economic and/or workforce development organizations.  College provides documentation as required.  For certificates of 40-44 or 75-89 credits, the college must present strong evidence of employment opportunities that are comparable to employees who earn a 1-year cert. or AA degree in the same field.  If a degree program exceeds 105 credits, the college must present strong evidence that additional credits are required for employment including certification or licensing requirements. | Academic Transfer  Professional/Technical  I-BEST    Professional/Technical  I-BEST |