

Program/ Certificate Approval Procedures Checklist*

*Average process time may be 18-24 months

Program

Certificate

Name of Proposed Program/Certificate _____ Proposer/s _____

___ **Research and compile all necessary information**

- *Likely employers*
- *Likely starting wage/salary (see Institutional Researcher)*
- *Likely demand/enrollment (see Institutional Researcher)*
- *Number of positions in the region (see Department of Labor)*
- *Title IV eligibility <http://ifap.ed.gov/fsahandbook/attachments/1516FSAHbkVol2Ch2.pdf> (Director of Financial Aid)*
- *Board of Regents approval level to be sought and approval timeline/deadlines <http://mus.edu/board/meetings/AgendaHandbook.pdf> (see Administrative Assistant to the Dean/CEO)*
- *Other relevant information*

___ **Discuss with the program advisory board/s, as well as potential employers**

- *Date(s) of advisory meeting(s) _____*

___ **Meet with Director of Financial Aid to confirm the ability of students to obtain gainful employment**

___ **Complete proposal form as well as a detailed program outline (course scope & sequence, etc.)**

___ **Meet with the Division Chair and the Academic Dean to share research and proposal**

___ **Division Chair and Academic Dean approve proposal**

- *Division Chair _____ Date _____*
- *Academic Dean _____ Date _____*

___ **Present the proposal for discussion to the division as a whole**

- *Date(s) of Division meeting(s) _____*

___ **Present the proposal for approval to the ASCR Committee**

- *ASCRC Chair _____ Date of approval _____*

___ **Notify the following people of ASCRC approval**

- *Director of Financial Aid _____ Date of notification _____*
- *Director of Marketing _____ Date of notification _____*
- *Director of Admissions and Records _____ Date of notification _____*
- *Faculty Senate Chair _____ Date of notification _____*

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- *Administrative Associate to the Dean/CEO* _____ *Date of notification* _____
- ___ **Accreditation Liaison Officer notifies Northwest Commissions of Colleges and Universities**
- <http://www.nwccu.org/Pubs%20Forms%20and%20Updates/Forms/Forms.htm>
- ___ **Board of Regents paper work completed by deadline to make the BOR meeting agenda**
- *Forms* <http://mus.edu/che/arsa/Forms/AcademicForms.asp>
 - *BOR Calendar* http://mus.edu/che/arsa/ARSA_Approval_Schedule.pdf
- ___ **Academic Dean notifies the following people of Board of Regents approval**
- *Director of Financial aid* _____ *Date of notification* _____
 - *Director of Marketing* _____ *Date of notification* _____
 - *Director of Admissions and Records* _____ *Date of notification* _____
 - *Division Chair* _____ *Date of notification* _____
- ___ **Academic Dean, serving as Accreditation Liaison Officer, collects documentation of Board of Regents approval**
- *Academic Liaison Officer* _____ *Date* _____
- ___ **Accreditation Liaison Officer applies to Northwest Commissions of College and Universities for substantive change**
- *Academic Liaison Officer* _____ *Date* _____
- ___ **Northwest Commission on Colleges and Universities approves substantive change**
- *Date of notification* _____
- ___ **Accreditation Liaison Officer provides the Director of Financial Aid documentation of Board of Regents approval AND Northwest Commission of Colleges and Universities approval**
- *Director of Financial Aid* _____ *Date* _____
- ___ **Director of Financial Aid completes the Program Participation Agreement for the Department of Education**
- *Director of Financial Aid* _____ *Date of completion* _____
- ___ **The Dean/CEO signs the Program Participation Agreement**
- *Dean/CEO* _____ *Date* _____
- ___ **The Director of Financial Aid submits Program Participation Agreement to the Department of Education for Title IV approval**



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- Director of Financial Aid _____ Date of submission _____

___ Department of Education approves the program

- Date of notification _____

___ The Director of Financial Aid notifies Accreditation Liaison Officer and Director of Admissions and Records of Title IV decision

- Accreditation Liaison Officer _____ Date _____
- Director of Marketing _____ Date of notification _____
- Director of Admissions and Records _____ Date _____

___ Add Program/Certificate to program bank

- Date added to bank _____