APPLICATION FOR NEW OR REVISED PROGRAM/COURSE AND CORRESPONDING CHECKLIST

Name of Institution: _____

(d/b/a) if applicable: _____ACCET ID #: _____

Address: _____
(Complete address of MAIN CAMPUS where programs will be offered)
City: _____State: _____Zip Code: _____

1. Name of Program:_____
   (If applicable, the program name should be as approved by the state agency.)

2. Type of program action proposed:
   ☐ New Program ☐ Revised Program ☐ Program Name Change ☐ Program Discontinuation
   ☐ Other (Describe)_____

3. Does the application represent a vocational or avocational program? ☐ Vocational ☐ Avocational

4. Classification of Instructional Program: (Refer http://nces.ed.gov/ipeds/cipcode/search.aspx?y=55)
   Title: _____ CIP Number: _____[1]

5. If applicable, Occupational Outlook Handbook Reference: (Refer to www.doleta.gov/programs/onet)
   Title: _____ O*NET number: _____
   (**For Vocational Programs Only**)

6. Total Number of Clock Hours: _____ Total Number of Weeks of Instruction: _____

   Clock Hours per Week of Instruction: _____

   If applicable, Number of Language Proficiency Levels _____ and Length of Each Level in Clock Hours _____and Weeks _____.

7. If applicable, total Number of Credit Hours: _____ Check One: ☐ Quarter ☐ Semester

8. Projected Start Date of New/Revised Program: _____

9. For program revisions or program changes, identify the rationale for the changes and whether the proposed changes are: (a) a name change, (b) a program/course deactivation, (c) a combination of programs/courses already approved, (d) an increase or decrease in the clock hours of the program/course, and/or (e) other modifications. If applicable, include the following:

   • For a program revision, identify the former program name, clock hours, and if applicable credit hours.

   • For a program discontinuation, identify the date of discontinuation (the date the last students completed their program).

   • For a language program, indicate whether there are changes to the number of language proficiency levels and

---

[1] CIP for Language Learning Program = 32.0109
   CIP for Language Teaching Program = 13.1401

identify the names of all proficiency levels.

10. Will this program be offered at any site other than the main campus? ☐ Yes   ☐ No

By submitting this form, the undersigned, authorized representative of this institution hereby attests to the accuracy and completeness of the document and all attached supporting documentation.

_____   _____

Printed Name of Designated Institution Official   Title

_____   _____

Signature   Date

CHECKLIST OF REQUIRED SUPPORTING DOCUMENTATION

Institution Name:
Main Campus City, State:

This Checklist <u>must</u> be completed and submitted with the Document 25.1 – <u>Application for a New or Revised Program/Course</u>, along with the information requested provided as attached exhibits. Please indicate "*YES*" next to each exhibit that is attached to the application or "*NA*", if not applicable. Note that all ACCET documents referenced below can be downloaded from the ACCET website, under "*Documents and Forms*".

<u>**FULL PROGRAM APPLICATION**</u>: **All exhibits** identified on the Checklist must be submitted with an application for:

1. <u>A new program/course</u>.

2. <u>A revision of a currently approved program of study resulting in an increase or decrease   in the total number of published/approved clock hours greater than 20%</u>, either by itself or cumulatively with previous revisions during the preceding 12 month period.

<u>**PARTIAL PROGRAM APPLICATION**</u>: As indicated below, **selected exhibits** identified on the Checklist must be submitted with an application for the following program/course revisions:

1. <u>Program name change</u> – Submit Exhibits 1, 3, 4, and 10 or 11, as identified on the Checklist.

2. <u>Change in the instructional delivery format/methodology or an additional delivery method added to the program</u> – Submit Exhibits 1-6, and 14 (if applicable), as identified on the Checklist.

3. <u>Offering an already-approved program at an additional location that is out of the general market area of those sites approved to offer the program</u> - Submit Exhibits 1-7 and 14 (if applicable), as identified on the Checklist.

4. <u>A revision of a currently approved program resulting in an increase or decrease of 20% or less in the total number of published/approved clock hours during a 12 month period</u> – Submit Exhibits 1, 3, 4, 10 or 11 (for the revised program and former program), and 14 (if applicable), as identified on the Checklist.

5. <u>New stand-alone course</u> – Submit Exhibits 1, 3, 4, and 9, as identified on the Checklist.

6. <u>Course change within an approved program</u> – Submit Exhibits 1, 3, 4, 10 or 11 (for the revised program and former program), as identified on the Checklist.

7. <u>Offering an already-approved program at an additional location that is within the general market area of those sites approved to offer the program</u> – Submit Exhibit 1, 3, 4, 10 or 11, as identified on the Checklist.

8. <u>Conversion of credit-to-clock hours</u> – Submit Exhibits 1, 3, 4, 8, 10 or 11, and 13, as identified on the Checklist.

EXHIBITS	INFORMATION REQUESTED
____1.	**Application fee**: Submit the required fee in accordance with ACCET Document 10 – Fee Schedule.
____2.	**Needs Analysis**: Provide a brief narrative describing the specific factors that entered into the institution's decision to revise or add the program and include supporting data to demonstrate market demand for graduates of the proposed program. At a minimum, include research relative to labor market trends and feedback from students, faculty, and/or employers regarding the revised/added program/course. Requests to revise an existing vocational program must include the most recent ACCET Document 28.1 - Completion and Placement Statistics for that program along with supporting documentation.
____3.	**State Approval or Exemption:** 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.	**Site(s):** 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 – Policy on Additional Locations and Changes of Location.)
____5.	**Instructional Materials/Equipment:** Provide a separate list of all instructional materials, learning aids, and equipment to be used for the proposed curriculum for each location where the program will be offered. 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.
____6.	**ACCET Document 6 – Faculty/Administrative Personnel Form**: 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.	**ACCET Document 25.3 – Employer Questionnaire (Vocational Program Only):** Provide at least five questionnaires completed by employers in the institution's local market area. If the program will be offered at other locations outside of the local market area of the main campus, provide five additional employer questionnaires for each site.
____8.	**ACCET Document 25.4 – Program Information:** 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. Additionally, attach a class schedule that identifies the class hours per day and the days per week of training for each program schedule (day/evening, full-time/part-time, etc.).

EXHIBIT	INFORMATION REQUESTED
____9.	**ACCET Document 25.5 – Course Information:** Complete separate course information 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.	**ACCET Document 25.6a - Clock Hour Breakdown – By Program and By Course:** 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. For a program revision, provide a program chart showing the program before revision, and one showing the program after the revision.
____11.	**ACCET Document 25.6b – Clock Hour and Credit Hour Breakdown – By Program and By Course, along with Documentation of Work Outside of Class:** If the program/course is measured in credit hours, provide a breakdown of the clock and credit hours allocated for lecture, laboratory, and externship/internship for each individual course as well as the total number of clock and credit hours in lecture, laboratory, and externship/internship for the program. For a program revision, provide a program chart showing the program before revision, and one showing the program after the revision. **Title IV Institutions:** For programs that will be measured in credit hours for financial aid purposes, based on work outside of class (homework), the institution **must** also complete and submit Document 25.9 – Application for Review of Clock Hour-to-Credit Hour Conversion Based on Work Outside of Class as a separate application with a separate application fee.
____12.	**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.
____13.	**Catalog Addendum:** Provide a draft copy of the catalog addendum, with specific reference to the following as it relates to the program: • The admissions requirements; • A description of the program and the delivery methodology; • A breakdown of the clock hours and credit hours (if applicable) for lecture, lab, and externship for the program and for each course; • The graduation requirements; and • The credential awarded upon completion of the program.

____14.	**Externship/Internship Information (If Applicable):** For a program that includes an externship/internship, submit the required information identified in ACCET Document 25.8 – Externship/Internship Component of a New or Revised Program. (Submit as **Exhibits 14-A—14-H**).
____15.	**Templates:** If applicable, provide narrative responses, with exhibits, to address Specific Field Criteria and Questions/Statements outlined in the following templates: • Document 3.MT – Massage Therapy Template; • Document 3.NAH – Nursing and Allied Health Template; • Document 3.ESOL – English for Speakers of Other Languages Template; • Document 3.VESOL – Vocational English for Speakers of Other Languages Template; • Document 3.FLT – Foreign Language Training (Excluding English for Speakers of Other Languages Programs) Template. • Document 3.IDL – Interactive Distance Learning Template. • Document 3.e-learning – E-Learning Template. • Document OAD – Occupational Associate Degree Template. **Note:** Institutions that have been previously 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.