Application for Certification of Course/Degree Program

After completing this page, complete one of the forms for the program curriculum found on pages 2 – 4. Form 5 should be completed for each proposed degree. Do not drop in tables or substitute other means of supplying the information.

The requested documents should be sent electronically, through the file sharing system. Contact Micah Gilbert at micah.gilbert@adhe.edu for instructions.

Institution Name:

Address:

Name, phone number, and email of person completing the forms:

Title of degree program:

Name, phone number, and email of program dean:

Program faculty
Complete a faculty information spreadsheet, Form 13 that includes a sampling of faculty member teaching in this degree program.

Enrollment:
Total enrollment nationwide:
States where the proposed degree program is currently offered:

Degree program summary
Give the following information in paragraph form:
  Description of degree program
  Emphasis or concentrations and descriptions of each
  Credit hours (Complete Form 14)
  Career paths
  Admission requirements

Program Approval
Provide written documentation that the degree/program plan has been approved by the appropriate board or agency in the home state of the institution.

May 2014
Curriculum for Associate Degree Programs
An associate degree must be a minimum of 60 semester credit hours or 90 quarter credit hours.

Degree title:
Total Semester credit hours (quarter credit hours):

List all courses required for the degree as indicated below.

General Education
List the courses/credit hours required for general education core. This core must be approved in the home state of the institution.

Example – ENG 100 English Composition 1

Other Institutional Requirements – semester credit hours (quarter credit hours)
List the courses outside of the general education requirements.

Other Degree Requirements – semester credit hours (quarter credit hours)
Example – BA 100 Business Communications
Curriculum for Baccalaureate Degree Programs

A bachelor’s degree must be a minimum of 120 semester credit hours or 180 quarter credit hours, with at least 40 semester credit hours (60 quarter credit hours) of upper-level courses.

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Degree title:
Total Semester credit hours (quarter credit hours):

List all courses required for the degree as indicated below.

**General Education**
List the course/credit hours that will be required for general education core. This core must be approved in the home state of the institution.

Example – ENG 100 English Composition 1

**Other Institutional Requirements**
List the courses outside of the general education requirements.

**Major Discipline Courses – semester credit hours (quarter credit hours)**
30 semester credit hours (45 quarter credit hours) must be in the major field with at least 20 semester credit hours (30 quarter credit hours) of them being upper-level courses

Example – BUS 400 Ethics

**Concentration/Focus Area (if needed) – semester credit hours (quarter credit hours)**
Example – MGT 436 Management

May 2014
Curriculum for Master’s and Doctoral Degree Programs

A minimum of 30 semester credit hours (45 quarter credit hours) above a bachelor’s degree that includes 50 percent graduate-only hours in the field of study is required for the master’s degree.

A minimum of 72 semester credit hours (108 quarter credit hours) above the bachelor’s degree that includes 42 graduate-only hours beyond the master’s degree is required for the doctoral degree.

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Degree title:
Total Semester credit hours (quarter credit hours):

List all courses required for the degree as indicated below.

Core Courses – semester credit hours (quarter credit hours)

Example – RES 500 Introduction to Research

Program/Discipline Elective Courses – semester hours (quarter credit hours)

Example – NSBA 500 Legal Environment of Business

May 2014