

**FORM 5  
PROGRAM REVIEW TEMPLATE – INITIAL CERTIFICATION  
DISTANCE DELIVERY/ONSITE DELIVERY**

**Application for Certification of Course/Degree Program**

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**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](mailto: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.

## **Curriculum for Associate Degree Programs**

An associate degree must be a minimum of 60 semester credit hours or 90 quarter credit hours.

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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 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

## **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