



## Reasons that Delay Approval of Credit Program Applications

1. Course Outlines for all required courses are not submitted. [p.23-28, 62, 74]
2. Local/Regional Labor Market Information is not included. National or state data is not sufficient. If local or regional data is not available, another form of data must be submitted, such as an employer survey or industry scan from the Centers of Excellence for emerging occupations. [p. 56-61, 73-74]
3. Application for a Low-unit Certificate that has been previously offered does not include recent Enrollment and Completer Projections. If enrollment and completer data for two or more semesters are not available, then the certificate application must include all items required for a new credit program. [p. 47-49, 56, 72]
4. Advisory Committee roster does not list members with title and affiliation (e.g. business name). [p. 61]
5. Catalog Description doesn't match the Statement of Program Goals and Objectives or no description is provided. [p. 54-55, 69-71]
6. Required units provided in Planning Summary do not match the Program Requirements listed in the narrative. [p. 52-53, 55-56, 69, 72]
7. Place of Program in Curriculum does not discuss other awards offered at the applicant community college in the same or related disciplines. For career technical education programs, this item should discuss the proposed program's place in the career pathway to employment. [p. 57, 72]
8. Associate degree program requirements do not include general education pattern(s) with units, other graduation requirements and/or electives required to reach the minimum of 60 semester or 90 quarter units. [p. 10-12, 55-56, 71]
9. Required Signatures (original) are missing or Board Approval Date is not provided. [p. 65-66, 75-76]
10. Course Outlines are not Title 5 compliant. Typical omissions are the total number of hours for the course and examples of assignments. [p. 26-28]

Page numbers refer to *Program and Course Approval Handbook, 3<sup>rd</sup> Edition* (March 2009) available for download from <http://www.cccco.edu>. Please refer to the "Tips for Successful Submission of Requests" on p. 41 of the handbook.