

Part 2 - BAS Program Proposal Checklist

Use this checklist to ensure that all parts of the proposal are complete

All standards responded to fully and in collaboration with internal/external stakeholders

- ☐ Standard 1 - Curriculum demonstrates baccalaureate-level rigor
- ☐ Standard 2 - Focus on targeted professional or technical fields
- ☐ Standard 3 - Availability of qualified faculty and teaching resources
- ☐ Standard 4 - Selective admissions process, if used, is consistent with an open access institution
- ☐ Standard 5 - Appropriate student services plan
- ☐ Standard 6 - Commitment to build and sustain a quality program
- ☐ Standard 7 - Program-specific accreditation (if applicable)
- ☐ Standard 8 - External expert evaluation
- ☐ Standard 9 - Collaborative plans or unresolved concerns
- ☐ HECC approval standards for CTE programs

Other Requirements

- ☐ Program admissions requirements are clearly stated in the proposal
- ☐ Program-specific graduation requirements are clearly stated in the proposal
- ☐ Assessment plan included (collaborate with Assessment Coordinator to fill out Assessment Plan template)
- ☐ Completed Program Requirements / catalog layout

Qualifications / Fees

- ☐ Special course fees [required forms](#) for new courses (submit upon program approval; contact Leanne Guthrie)
- ☐ Minimum Course Qualification [forms](#) for new courses (submit upon program approval; contact Leanne Guthrie)