

## Approval process for community college Applied Associate of Science degrees & certificates

Checklist must accompany packet throughout approval routing

New Programs should be approved by November 1 in order to be ready for the following year.

1. Community College forwards documentation for new certificate to Provost's Office, including:
  - Yes  No Is this a change or duplication of any certificate program already on NMSU's PPA?
  - Cover memo
  - Purpose of degree or certificate explanation relative to gainful employment
  - Projection of enrollment and costs for the first 3 years of implementation
  - Resources needed to start and maintain
  - Program requirements, including:
    - Description for catalog including credit hour and course requirements
    - List of all required courses and credits
    - Is each course accepted for full credit toward an associate degree or higher?
  - Community College signature page
  - NMSU's Higher Learning Commission (HLC) liaison notified of the program proposal
2. Deputy Provost distributes to the System Community College Academic Committee for review
3. Review by the System Community College Academic Committee.
4. Deputy Provost verifies certificates meet the following requirements:
  - one aid year in length
  - > 15 weeks AND  $\geq 16$  credit hours
  - gainful employment review
5. Deputy Provost transfers complete certificate documentation to Institutional Analysis (to prep for HED) and the HLC liaison
6. Institutional Analysis recommends CIP code and forwards application materials to New Mexico Higher Education Department (NMHED).
  - Program reviewed for gainful employment requirements
  - Institutional Analysis receives approval from HED – email & eDear addition.
  - Institutional Analysis notifies Deputy Provost and Accreditation Liaison
  - Institutional Analysis forwards all paperwork to University Registrar's Office
    - i. Registrar holds until receiving a copy of the HLC approval  
*Programs cannot be added to catalogs until written HLC approval is received*
7. HLC campus liaison submits appropriate paperwork to the Higher Learning Commission
  - Notifies the Deputy Provost when submitted
  - Notifies Assoc Registrar, Deputy Provost, and Institutional Analysis upon receipt of HLC response.
8. University Registrar's Office notifies University Financial Aid and Scholarship Services of approval:
  - Director of Financial Aid review and verify financial aid eligibility
  - Director of Financial Aid notifies Registrar of aid eligibility, in writing
  - Director of Financial Aid adds certificate program to upcoming PPA, if aid eligible
9. Following Financial Aid notification, Registrar's Office
  - Creates the program in Banner
    - i. Financial aid eligibility is set on screen STVMAJR and STVDEGR:  
two asterisks in the field for "Major Code" indicate program is eligible for financial aid  
three asterisks indicate program is not eligible.
  - Adds certificate program to Degree audit system
  - Adds certificate to approved programs for Commencement and certificate printing
  - Notifies University Admissions Office
    - To add program to Hobson's coding
  - Notifies CC Vice Presidents of Student Services and Vice Presidents of Academic Affairs
    - To add to Catalog and Student Information documents
  - Notifies VP for Student Affairs and Enrollment Management
  - Notifies Provost's Office
    - Deputy Provost notifies Associate Deans Academic Council
  - Notifies Office of Institutional Analysis