



CCCS Bachelor of Applied Science New Program Pre-Approval Form

For Pre-Approval signature request ONLY, submit to: Landon.Pirius@cccs.edu

For Final Approval submission, go to: <https://internal.cccs.edu/academic-affairs/program-approval/>

Date of Pre-Approval Request:	
College Name:	
College Contact for this Proposal: (Name and Email)	
Title of Proposed New Program:	
Title of Credential:	<i>Bachelor of Applied Science in</i>
Does this program require new course approval?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Anticipated Program Initiation Date:	
Description of Proposed New Program:	Directions: Summarize the investigative research, academic development, student interest, and/or any business/industry or service involvement that led to the generation of the idea for the proposed academic program.

REQUIRED PRE-APPROVAL SIGNATURES

COLLEGE PRESIDENT NAME & SIGNATURE

DATE

**LANDON K. PIRIUS,
VICE CHANCELLOR FOR ACADEMIC AND STUDENT AFFAIRS**

DATE



BAS Program Approval Checklist

Projected Date
of Completion

		Projected Date of Completion
<input type="checkbox"/>	1. Required Pre-Approvals <ol style="list-style-type: none"> a. Download the BAS Pre-Approval Signature Form and Checklist b. Pre-Approval from College President c. Pre-Approval from System Vice Chancellor for Academic and Student Affairs 	
<input type="checkbox"/>	2. Internal College Approval Processes <ol style="list-style-type: none"> a. Obtain College Curriculum Committee approval 	
<input type="checkbox"/>	3. New Course Approval Process <ol style="list-style-type: none"> a. Submit Courses for approval to State Faculty Curriculum Committee for review and approval b. VP Council, approval required c. Vice Chancellor for Academic and Student Affairs, approval required 	
<input type="checkbox"/>	4. CCCS System Office Review and Approval <ol style="list-style-type: none"> a. Landon Pirius, Vice Chancellor for Academic and Student Affairs b. Mark Superka, Vice Chancellor for Administration & Finance c. <u>Key Assessments to be attached to the application for System Office and SBCCOE approval:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Assessment to ensure program is cost-effective for students, the Community College System, and the state <input type="checkbox"/> Workforce Demand Assessment <input type="checkbox"/> Student Demand Assessment <input type="checkbox"/> Assessment of accreditation and licensing requirements <input type="checkbox"/> The program's projected budget, including estimated revenues and expenses associated with the program <input type="checkbox"/> The program's projected facility and equipment costs, including estimated licensing, and maintenance costs, if applicable <input type="checkbox"/> The effect of the proposed program on existing programs in terms of finances, enrollment, and staffing <input type="checkbox"/> Faculty and staffing needs analysis <input type="checkbox"/> Analysis of student support services, including library resources <input type="checkbox"/> Other assessments, as appropriate 	
<input type="checkbox"/>	5. SBCCOE Approval <ol style="list-style-type: none"> a. Program must be submitted as a Board agenda item for review and approval b. Materials need to be made screen reader accessible and must be submitted to the Chancellor's Executive Assistant by the deadline, 2 weeks prior to the Board meeting c. Agenda item will be presented to the Board by College President, VPAA and CCCS Vice Chancellor for Academic and Student Affairs d. Once approved by SBCCOE, Complete the Online Program Approval Request Submission Form <ul style="list-style-type: none"> <input type="checkbox"/> Program will then move to CCCS Catalog, Curriculum, and Schedule Manager for processing 	
<input type="checkbox"/>	6. CCHE Notice <ol style="list-style-type: none"> a. CCCS staff will notify CDHE and CCHE upon approval of the State Board. 	
<input type="checkbox"/>	7. HLC Approval or Notification <ol style="list-style-type: none"> a. College submits Program to Higher Learning Commission for review and approval 	



	<input type="checkbox"/> NOTE: If the program is at the main campus and is not going to change course delivery and there are no substantive changes, an email notification to the liaison may be all that is needed.	
<input type="checkbox"/>	8. DOE Approval a. College submits program to Department of Education for review and approval	
	9. Department of Veterans Administration Approval a. College submits Program to Department of Veterans Administration for review and approval	
<input type="checkbox"/>	10. CCCS Internal Processing a. CCCS Catalog, Curriculum, and Schedule Manager processing b. CCCS Finance Office is notified c. CCCS IT processes	
<input type="checkbox"/>	11. DHE Data Collection a. CCCS will notify CDHE to add to SURDS	