



Operating Protocol & Procedure

Details:

Number: 607

Title: Bachelor of Applied Science Degree Approval Process

Category: Instruction

Office of Primary Responsibility: Chief Academic Officer

Approval Date: 10/22/18

Effective Date: 10/22/18

Revised:

Purpose:

To establish a process for implementation of Bachelor of Applied Science (BAS) degrees.

Applicability:

All Career and Technical Education (CTE) academic programs

Definitions:

N/A

References:

[Colorado Senate Bill \(SB\) 14-004](#)

State Board for Community Colleges and Occupational Education policy [BP 9-30](#) (Approval of Educational Programs)

Colorado Community College System President policy [SP 9-30](#) (Bachelor of Applied Science Degrees)

Attachments or Related Forms/Documents:

N/A

Operating Protocol:

Per Colorado Community College System President policy SP 9-30 (Bachelor of Applied Science Degrees) and State Board for Community Colleges and Occupational Board policy BP 9-30 (Approval of Educational Programs), all academic programs seeking approval to develop a BAS degree must complete the feasibility process before moving forward with approval at the state level.

Procedure:

In order to begin the process to establish a BAS degree program, the following steps must be followed:

1. The program department chair brings the request to pursue establishing a BAS degree program to their academic dean.
2. If in support of the request, the academic dean will bring request to college president for consideration and approval.
3. If approved by the college president, a feasibility study must be conducted by:
 - a. Submitting a request to Institutional Research (IR) Office for an environmental scan request from Burning Glass.
 - b. Providing a written summary from IR regarding the data gathered from Burning Glass.
 - c. Sending out student surveys - online survey to be sent to current students and past graduates of the program seeking approval.
 - d. Sending out online survey to industry partners in the region if Burning Glass's environmental scan indicates further analysis should be completed.
 - e. Gathering letters of support from current students, past graduates, industry partners
4. The results of the feasibility study, which will include the information and data listed above will be presented to the college president.
5. If approval to move forward by the president is granted, a Pro forma with a 5-year plan will be developed. It will include:
 - a. Tuition and fees
 - b. Anticipated FTE
 - c. Cost of the program – personnel, operating, start up and ongoing costs
6. The college president will make a request for pre-approval from the Colorado Community College System vice president of academic affairs.
7. If approval is granted, the curriculum development process will begin. The proposed curriculum will be submitted to the PCC Curriculum Committee, and then to State Faculty Curriculum Committee for approval.
8. Once the curriculum has been approved, the program will follow the steps outlined in [SP 9-30](#) to obtain the remaining approvals required to offer a BAS degree program.