



Adding a Degree Program STANDARDS and Narrative Responses

To accompany your New Program Application, please prepare a report to respond to the following narrative prompts, addressing the applicable Standards listed below:

1. The state requirements often dictate whether an Associate of Applied Science (A.A.S.), an Associate of Occupational Science (A.O.S.) or an Associate of Science (A.S.) is offered. Indicate the degree designation offered at the institution for massage/bodywork or esthetics.
 - ***NOTE: Under current COMTA Standards, AAS degrees are considered “Occupational” in nature and must comply with Standard IX(B).***
2. Briefly describe any state requirements that must be met for approval to offer a degree and how you have done so.
3. List the General Education courses which comprise the degree, including the hours/credits.
4. Programs that offer degrees have additional responsibilities to ensure appropriate academic rigor and compliance with all applicable laws. Briefly outline how the degree program meets a higher standard in these particular areas (per Standard IX.A-C).
 - a. Admissions:
 - b. Transfer Credit:
 - c. Faculty Qualifications:
 - d. Library/Resource Center:

Standard IX. Degree Programs

STATEMENT OF PURPOSE: In addition to complying with all other applicable standards, programs that offer degrees have additional responsibilities to ensure appropriate academic rigor and compliance with all applicable laws. The type of degree offered may be determined by the state, and institutional standards often govern the structure. Degrees are intended to develop practitioners for an academic path. Accordingly, the inclusion of general education courses supports a broader educational experience that should be reflected in the degree program objectives.

A. Standards Applicable to All Degree Programs

1. For academic purposes, degree programs are measured in credit hours according to the conversion outlined in the COMTA Standard Academic Measurement Policy.

2. Students admitted to degree programs have earned a high school diploma or recognized equivalency certificate before starting class, and proof of high school diploma or its equivalent is on file at the time of enrollment.
 3. Transfer of credit may be applied toward the degree.
 - a. A minimum of 25 percent of the required curriculum must be completed at the school awarding the degree.
 - b. A maximum of 30 semester credits or the equivalent of the general education requirement may be provided by another degree-granting institution.
 4. The institution may award appropriate credit to students in attendance at the time the institution becomes degree granting.
 - a. Former students must meet all equivalent course work and degree requirements and complete a minimum of 15 semester credits or the equivalent in the new degree program.
 5. Faculty teaching in degree programs meet minimum requirements.
 - a. Instructors for technical courses have a minimum of three (3) years of practical work experience or equivalent training in the field being taught.
 - b. Instructors for general education courses shall hold, at a minimum, a baccalaureate degree, with appropriate education in the specific courses being taught.
 6. The institution maintains a library/resource center.
 - a. The library/resource center is supervised by a staff member who demonstrates competence to provide oversight and management.
 - b. The library/resource center includes holdings appropriate to the courses of study, standard works of reference, relevant current periodicals, and relevant reference materials in sufficient titles and numbers to adequately serve the students.
 - c. Study space appropriate for the number of students served is provided.
 - d. Appropriate assistance is available to the students from qualified staff personnel.
- B. Occupational Associate Degree Standards
1. Occupational Associate degrees are a minimum of 60 semester credits or 90 quarter credits.
 2. A minimum of 45 semester credits or 67.5 quarter credits are included in the occupational area for which the degree is offered.
 3. A minimum of six semester credits or nine quarter credits in applied/related education courses are also included.
 4. General education courses may be offered as desired, in which case the faculty requirements apply.
 5. The title of the degree program, the name of the degree, the credential issued, and all advertising, promotional materials and literature make clear that the degree is occupational.
- C. Academic Associate Degree Standards
1. Academic Associate degree programs are a minimum of two academic years.

2. A minimum of 24 semester credits or 36 quarter credits are general education courses.
3. A minimum of 30 semester credits or 45 quarter credits are in the technical field for which the degree is awarded.
4. Full-time and adjunct faculty maintain teaching loads and schedules that allow time for student advising, adequate preparation, and continuing professional growth.
5. A person with appropriate education or library work experience supervises the library.