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200.1 Purpose

To establish processes and criteria for all programs and courses offered by an applied technology college to be approved by and reported to the UCAT Board of Trustees, in accordance with UCA 53B-2a-104(2)(g), balancing appropriate oversight and quality control with timely market-driven college responsiveness to regional employer needs.

200.2 Approval

UCAT Board of Trustees approval: January 4, 2006. Replaced June 18, 2009. Revised April 10, 2014; June 12, 2014; June 11, 2015; June 8, 2016.

200.3 References

[UCA 53B-2a-104\(2\)\(i\)](#), Utah College of Applied Technology Board of Trustees – Powers and Duties
[UCAT Policy 100](#), UCAT Mission, Vision, and Guiding Principles
[UCAT Policy 204](#), Tuition and Fees

200.4 Definitions

- 4.1 **Program:** A combination of courses and related activities (e.g. laboratory activities and/or work-based activities), approved in accordance with this policy and by the Council on Occupational Education, that is offered by a college to develop the competencies needed for entry into a specific occupation or set of related occupations.
- 4.2 **Course:** A set of pre-determined, related competencies grouped into a logical sequence.
- 4.3 **Program Certificate:** An official credential issued to a student by a college registrar documenting that the student has completed a program or a predefined subset of a program. Each program certificate within a program shall be defined and approved as part of the program, shall fully prepare a student for entry into specified employment related to the full program, and shall be included in the college catalog.
- 4.4 **Occupational Skills Certificate:** An official credential issued to a student by a college registrar documenting that the student has completed a pre-defined course or set of courses approved as an Occupational Skills Certificate by the college board of directors in accordance with this policy. An Occupational Skills Certificate shall provide mastery of a set of competencies that are documented as needed by one or more Utah employers as specified in 200.6.6, and that are not already provided as or substantially similar to an approved college program certificate defined in 200.4.3.
- 4.5 **Substantive Change:** A change in the objectives, length, content, or other revisions equaling or exceeding 25% of an existing educational program.



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200.5 Approval of Courses, Programs, and Certificates

A course, program, or certificate, or a revision of an approved course, program, or certificate, must be approved as provided herein prior to being offered by a college.

5.1 Courses

5.1.1 Courses within Programs: Approval of a program as provided in this policy shall constitute approval of all courses within the program.

5.1.2 Stand-Alone Courses: Courses and course revisions which are not part of an approved certificate program and which meet the requirements of 200.6 shall be approved by a college chief instructional officer designated by the college president. Documentation specified in 200.7 shall be retained on file by the college.

5.2 Programs and Occupational Skills Certificates

5.2.1 College Board of Directors Approval: College programs and Occupational Skills Certificates, and substantive changes (as defined in 200.4.5) to approved programs and Occupational Skills Certificates, shall be approved by the college board of directors based on the requirements of 200.6. For programs that are less than 900 hours and are not eligible for federal financial aid, and for Occupational Skills Certificates, final approval is delegated to the college board, and the programs or Occupational Skills Certificates may be implemented immediately upon college board and any required accreditation approval.

5.2.2 College Board Approval Documentation: For programs, Occupational Skills Certificates, and substantive changes approved by the college board of directors, documentation specified in 200.7 shall be forwarded to the UCAT Commissioner for review and inclusion in UCAT program inventories.

5.2.3 UCAT Commissioner Approval: College programs that are 900 hours or longer or are seeking federal financial aid eligibility, and substantive changes to these programs, which have been approved by the college board of directors shall be submitted to the UCAT Commissioner for approval. If the Commissioner concurs that the proposal meets the agreed-upon UCAT criteria established by the Board of Trustees as provided in 200.6, he/she shall approve the request within five working days. If the Commissioner does not concur that the proposal meets the agreed-upon criteria, the proposal shall be returned to the college with comments, and the college may resubmit the proposal once identified adjustments are made. For financial aid eligible programs, final approval is delegated to the UCAT Commissioner, and the programs may be implemented immediately upon UCAT Commissioner approval.



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5.2.4 **Board of Trustees Information:** For programs and substantive changes approved by the UCAT Commissioner under the provisions of 200.5.2.3, documentation specified in 200.7 shall be submitted to the UCAT Board of Trustees in their next regularly scheduled meeting as information items.

5.2.5 **Non-Substantive Changes:** Program changes less than the 25% referenced in 200.4.5 shall be approved by a college chief instructional officer designated by the college president. Relevant updates to the documentation specified in 200.7.1 and 200.7.2 shall be forwarded to the UCAT Commissioner for inclusion in UCAT program inventories.

200.6 **Criteria for Offering of Programs, Certificates, and Courses**

Except for courses provided in 200.6.3, all courses, certificates, and programs offered by a college shall meet the following criteria as determined by the applicable approving entities specified in 200.5.

- 6.1 **Course/Program/Certificate Approval:** The course/program/certificate must be approved as provided in 200.5.
- 6.2 **Career and Technical Education Mission:** Except as provided in 200.6.3, the course/program/certificate shall be directly related to meeting the needs of Utah's employers for technically skilled workers by preparing adult and secondary students to enter, re-enter, upgrade, or advance within current or emerging occupations that generally do not require an associate or more advanced degree, as provided in UCAT Policy 100 (UCAT Mission Statement) and in UCA 53B-1-101.5(2).
- 6.3 **Community Interest:** If the course does not meet the career and technical education mission provided in 200.6.2, it may be offered only if it is a course of interest when similar offerings to the community are limited and it is financially self-supporting, as provided in UCA 53B-2a-106(2)(c).
- 6.4 **Program Duplication:** The course/program/certificate shall not unnecessarily duplicate career and technical education programs between the college and a higher education institution represented on the college board of directors, as provided in UCA 53B-2a-112(2), and shall not include credit-based academic programs typically offered by community colleges or other institutions of higher education, as provided in UCA 53B-2a-106(4).
- 6.5 **Basic Skills:** The course/program/certificate may offer basic instruction in areas such as reading, language arts, and mathematics that are necessary for student success in a chosen career and technical education or job-related program, as provided in UCA 53B-2a-106(2)(b).
- 6.6 **Course, Program, or Certificate Need/Market Demand:** The course/program/certificate shall meet a documented need by one or more Utah employers for new trained



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workers or for upgraded employee skills, with the need being sufficient to merit the college resources required.

6.7 Employer Advisory Committee Validation and Support: (Not required for stand-alone courses as defined in 200.5.1.2, or for an Occupational Skills Certificate as defined in 200.4.4, although documented employer need/demand as provided in 200.6.6 shall be required.) For every program, an employer advisory committee, composed of at least three members representative of the program area in the geographical service area, shall be in place that has ensured and will continue to ensure that:

6.7.1 Desirable, relevant, and current practices of the occupation are being taught.

6.7.2 The instructional program provides instruction in the competencies essential to success in the occupation, including job knowledge, job skills, safety, work habits, and attitudes.

6.7.3 Academic competencies necessary and relevant to the occupational field are provided and integrated with occupational skills into the instructional program.

6.8 Resource Availability: The college shall have sufficient financial, capital, and human resources to support the course/program/certificate, and the course/program/certificate need must be sufficient to justify allocation of college resources.

6.9 Course Length: Each course, whether within a program or standing alone, shall be assigned a course length which represents the expected time it would take a typical student to complete the course in a traditional classroom/lab-based format.

6.10 Program/Certificate Information: The program certificate, Occupational Skills Certificate, and/or accompanying transcript for each program/certificate shall include a program/certificate title and sufficient detail such that a prospective employer or others viewing it will understand what the student accomplished in earning the certificate. Certificates and transcripts shall also include the college affiliation as a UCAT college.

200.7 Documentation for Course/Program/Certificate Approval

The following documentation shall be provided for approval of all courses, programs, and certificates, to be submitted and retained as provided in 200.5.

7.1 Program/Certificate Description: Program title, program length, Classification of Instructional Programs (CIP) code, and brief summary of scope and purpose.

7.2 Program/Certificate Outline: Course numbers, course titles, course descriptions and objectives, course lengths, specializations, emphases, course sequencing, and program structure as relevant.



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7.3 Employer Support

7.3.1 Market Demand/Need: Brief summary of the criteria specified in 200.6.6, with documentation attached as needed.

7.3.2 Employer Advisory Committee: (Not required for stand-alone courses as defined in 200.5.1.2, or an Occupational Skills Certificate as defined in 200.4.4, although documented employer need/demand as provided in 200.6.6 shall be required.) Brief summary of the criteria specified in 200.6.7, with references to committee documentation filed with the college.

7.4 Approval: Date and reference to documentation of approval (such as signed memorandum, meeting minutes, etc.) by the person or entity specified in 200.5, with attestation that the relevant criteria specified in 200.6 have been duly reviewed, satisfied, and approved.