COURSE AND PROGRAM APPROVAL PROCESS - STATE
(AAS/AGS DEGREE AND CERTIFICATE)

A. Purpose

Federal and state regulations mandate the accountability of public career and technical education program at all levels. This process is designed to secure approval for a new career and technical education program for secondary and postsecondary institutions by the State Board for Community Colleges and Occupational Education. The process of program approval provides an avenue to utilize a variety of criteria to document the effectiveness of career and technical education.

B. Guidelines

**AAS Degree**

1. Faculty/instructional administrator will complete the CIP Program Request form, which will route first to the CIP recorder in the office of the VPIS, then to the Dean, Associate Dean, or delegate. (See EP-100)

2. The Dean, Associate Dean, or delegate recommends and forwards the CIP Program Request form to the office of the Vice President for Instructional Services (VPIS).

3. The VPIS approves or denies the program.

4. If approved, the submitting faculty or instructional administrator completes the CCCS (Colorado Community College System) online approval process, located at http://ctep.cccs.edu/energizer/progappr/login.jsp

5. When the CCCS approval has been granted, an electronic copy is issued to everyone on the approval’s distribution list.

**AGS Degree**

1. Courses approved in the CIP Program Request for the AAS degree are also considered approved for the AGS degree. Limitations on these degrees are stated in the college catalog.

2. If a course is recommended to meet general education requirements in an AGS degree only, a CIP Program Request form should be completed and processed as the form indicates.