**Curriculum Checklist
New Associate of Applied Science**

**Associate of Applied Science (AAS) degrees are intended to prepare graduates for direct entry into the workforce and are between 90-108 quarter credit hours.**

**Departments, the Curriculum Office, and Curriculum Committee can use this checklist to ensure a smooth path for the creation of new programs. Steps are listed in order.**

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| Department Completes Initial Planning |
| [ ]  Discuss new program with the Division dean |
| [ ]  Involve advisory committee – attach membership and minutes |
| Department Submits Forms to Curriculum Office(submit 2 weeks prior to [Curriculum Committee Meetings](http://www2.clackamas.edu/committees/cc/index.aspx?content=meetings)) |
|  Form | **Resources** |
| [ ]  [Notice of Application](http://www2.clackamas.edu/committees/cc/meetings/AdditionalDocuments/Notice%20of%20Application%20Worksheet.pdf) |  |
| [ ]  [Labor Market Information](http://www2.clackamas.edu/committees/cc/meetings/AdditionalDocuments/Labor%20Market%20Information%20Worksheet.docx) |  |
| [ ]  [CCWD CTE Program of Study Application](http://www2.clackamas.edu/committees/cc/meetings/AdditionalDocuments/CCWD%20CTE%20Program%20of%20Study%20Application%202016.doc) | [Application Guide](http://www2.clackamas.edu/committees/cc/meetings/AdditionalDocuments/CCWD%20CTE%20Program%20of%20Study%20Application%202016%20Guide.doc) |
| [ ]  [New Program Form](http://www2.clackamas.edu/committees/cc/meetings/AdditionalDocuments/Curriculum%20Committee%20New%20Program%20Form%20-%20AAS.docm) |  |

**Next Steps for Curriculum Office**

[ ]  Curriculum Committee reviews and approves new program

[ ]  CCC Board of Education approves new program

[ ]  Curriculum Office submits forms to CCWD

[ ]  CCWD approves new program

[ ]  Curriculum Office submits Substantive Change Application and Proposal to NWCCU

[ ]  NWCCU approves new program

[ ]  Curriculum Office notifies Financial Aid Office, CCC Workforce Development Services, CCC Veterans Services, Graduation Services, etc.

[ ]  Program begins 5-year review cycle