

**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