

ASSOCIATE DEGREE – Application For Authority To Award

Nebraska
Department of
Education Private Postsecondary Career Schools
& Veterans Education
P.O. Box 94987
Lincoln, NE 68509-4987
Application For Authority To Award Associate Degree

General Information: Pursuant to Title 92, NAC, Chapter 41.004, 009, 010, & Appendix A: Only accredited schools shall have authority to grant associate or higher degrees (009). School Minimum standards must be met (004), and the school shall provide information sufficient to indicate conformance with the appropriate standards of instruction set forth herein (010).

All areas of this form must be completed.

This application form must be completed & submitted to the Department, and approved by the Commissioner prior to the start of each degree program.

References: Rule 41, Sections 004, 010, & Appendix A

BASIC INFORMATION:

1. Name of School: _____
2. Location of School (Street, City, Zip): _____
3. Mailing Address of School (if different from above): _____
4. Telephone: _____ Fax: _____ Email: _____
5. Degree Program Title _____
6. Type of Associate Degree: ☐ A.A. ☐ A.S. ☐ A.A.S. ☐ A.G.S. ☐ A.O.S. _____
7. Tuition for this program \$ _____
8. Total Number of Clock Hours: _____
9. Total Number of Credit Hours: ☐ Semester ☐ Quarter ☐ Other (specify) _____
10. Proposed Start Date of Degree Program: _____

ATTACHMENTS TO THIS APPLICATION

- ☐ \$135.00 Fee (Appendix A)
- ☐ Course Schedules (004.09E)
- ☐ Course Descriptions (004.01 & 004.09H)
- ☐ Credentials offered (004.01A & 004.10):

Measurement (004.10D): Course Credit Given (check one):

- ☐ Clock Hours ☐ Quarter Hours ☐ Semester Hours

Lecture Hours _____

Lab Hours _____

Externship Hours _____

TOTAL _____

Evidence of Educational Quality (004.01):

- ☐ Specific statement of program objectives (004.09G)
- ☐ Teacher/Student ratio (004.09G) _____
- ☐ Evidence that curriculum is based on the knowledge and skill required to enable a graduate to secure an entry level position in this occupation (004.01C).
i.e., statements from program Advisory Council members or from local employers approving this curriculum, comparable programs that have been approved and are successful at other schools.
- ☐ Instructor Qualification Forms (004.05)(010.05): Gen Ed Instructors must have baccalaureate degree & adequate preparation in assigned area
- ☐ Catalog or catalog addendum containing references to this program (004.09)
- ☐ Proposed advertising to be used for this program (004.13)

Library (010.06): Description of library resources that will be available to those enrolled in the degree program and what resources will be required.

- ☐ Maintained & supervised by a trained librarian or a competent staff member.
- ☐ Holdings appropriate to program
- ☐ Standard works of reference

Facilities & Equipment, Description of (004.02):

- ☐ Number of workstations provided, number of students assigned to each workstation or instructional section at a time (004.02)
- ☐ Building, work space, & equipment complies with health & safety requirements (004.02A)
- ☐ Major items of equipment list is appropriate (004.02B)
- ☐ Veterans Education Approval Requested: If requesting approval for Veterans Education provide 4 copies of all documentation.

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Outline of Degree Program: List the number of classroom lectures, laboratory, and/or externship clock hours and credit hours for each course, phase or module in the degree
 Reference: Rule 41 Section 010
 Add rows as necessary

	COURSE NUMBER	COURSE NAME	LECTURE CONTACT HOURS	LAB CONTACT HOURS	INTERN. CONTACT HOURS	TOTAL CREDIT HOURS
GENERAL ED. COURSES						
RELATED MAJOR COURSES						
OCCUPATIONAL SUBJECTS						
	TOTAL					

CERTIFICATION: I certify that the information herein and attached hereto is correct and that this degree program has not been advertised or awarded to students.

Name of School Official: _____

Title: _____

Date: _____ Signature: _____