

## **The Board for Proprietary Education Associate Level Degree Program Policies and Guidelines**

### **Completion of Application for Degree Authorization:**

- Applications for new degree authorizations are reviewed at the quarterly meetings of the Indiana Board for Proprietary Education.
- Applications for a new degree must be submitted 60 days in advance of the Board meeting in which it is intended to be placed on the agenda.
- Degrees that are identical for multiple campuses should be combined into one degree application with the faculty listed separately for each campus within the degree application.

### **Associate Level Degree Guidelines**

An Associate Degree may be awarded by an accredited institution to a student who has successfully completed an approved course of study comprised of a minimum of:

- (A) 90 Quarter hours; or
- (B) 60 Semester hours; or
- (C) 960 Clock hours.

An Associate of Applied Science degree is conferred upon a student who has successfully completed an approved course of study in a vocational program. The objectives of the program should emphasize the fact that the end result of the training shall be that the graduate possesses those job skills required for entry level employment in the specialty. The curriculum shall provide for a minimum of 75% in the specialty. This requirement applies to the minimum of 90 quarter hours, 60 semester hours, or 960 clock hours. This degree does not require the inclusion of general studies courses, but general studies courses may be a part of the program.

Additional Standards: Staff. The additional Standards for the award of the Associate in Applied Science degree are:

- (a) One third of the teaching staff in the program shall hold a higher degree, master's degree, a first professional degree, baccalaureate degree plus five (5) years practical experience in the specialty, or an excess of ten (10) years practical experience in the specialty.
- (b) Two-thirds of the teaching staff in the program shall maintain the following minimum qualifications:
  - (1) a degree relevant to the specialty from an accredited two or four year collegiate institution; or
  - (2) five (5) years documented practical experience in the specialty; or
  - (3) a minimum of two (2) years documented practical experience in the specialty and relevant training in the specialty.

An Associate in Arts or Associate in Science degree has the same requirements as those specified for the Associate degree in general. The intent of the Associate in Arts or the Associate in Science degree is that such a degree may be a terminal or a transfer award. The curriculum shall be comprised of a minimum of 50% in the specialty. At least 35% of the remaining courses shall be in the liberal arts.

This requirement applies to the minimum levels of 96 quarter, 64 semester, or 960 clock hours. Programs of longer duration shall not be required to increase the liberal arts component beyond these minimum requirements.

Additional Standards: Staff. The additional Standards for the award of the Associate in Arts or the Associate in Science degree are:

- (a) a minimum of fifty percent of the instructors in the program shall hold a master's degree, a first professional degree or a higher degree. The remainder shall hold baccalaureate degrees; or
- (b) the institution may be evaluated in comparison with similar institutions or programs in the public or private sector of postsecondary education.

### **Baccalaureate Level Degree Guidelines**

A Baccalaureate Degree may be awarded by an accredited institution to a student who has successfully completed an approved course of study comprised of a minimum of:

- (A) 180 Quarter hours; or
- (B) 120 Semester hours; or
- (C) 1,920 Clock hours.