

# CHECKLIST FOR PROGRAM DIRECTORS

## Transitioning from an Associate Degree to a Bachelor Degree Program

This table aims to serve as a guide for the sequence of steps/procedures that may be needed in seeking approval for transitioning from AS to BS degree. Each state and accreditation agency requirements may be different so it is recommended to verify the steps needed for transition with your state authority and institutional regional/national accreditation.

The steps listed are not necessarily in the order of approval and are only listed as a guide in the approval process.

Task(s)	Steps needed for completion	Persons responsible	Status:
<b>1.</b> Proposals should be considered and approved by the originating Respiratory Therapy (RT) Department.	<ul style="list-style-type: none"> <li>a. Present data that supports the need to transition to BS.</li> <li>b. Seek support from the advisory committee and community, including but not limited to: hiring managers in the area as well as past, current, and potential students</li> <li>c. Seek support from colleagues in your division/college and from your division head/dean</li> </ul>	<ul style="list-style-type: none"> <li>• Program Director</li> <li>• Medical Director</li> <li>• RT Faculty</li> <li>• Community partners</li> <li>• Students</li> </ul>	<input type="checkbox"/> Complete <input type="checkbox"/> In-Process <input type="checkbox"/> Withdrawn
<b>2.</b> Approval of the dean of the division/college responsible for the administration of the new program.	<ul style="list-style-type: none"> <li>a. Package/format proposal with information in a professional manner with an executive summary or as appropriate following institutional requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Program Director</li> <li>• Assistance from Medical Director as needed</li> </ul>	<input type="checkbox"/> Complete <input type="checkbox"/> In-Process <input type="checkbox"/> Withdrawn
<b>3.</b> Send approved proposal to the appropriate vice-president/provost to review for compliance with state policies and do the same for regional or national accreditation authority requirements.	<ul style="list-style-type: none"> <li>a. Send approved proposal with dean's signature to central administration</li> </ul>	<ul style="list-style-type: none"> <li>• Program Director</li> </ul>	<input type="checkbox"/> Complete <input type="checkbox"/> In-Process <input type="checkbox"/> Withdrawn
<b>4.</b> Send proposal for internal approvals within the college/university; such as academic program review or academic affairs committee.	<ul style="list-style-type: none"> <li>a. Send as appropriate for your institution</li> </ul>	<ul style="list-style-type: none"> <li>• Program Director</li> <li>• Dean</li> </ul>	<input type="checkbox"/> Complete <input type="checkbox"/> In-Process <input type="checkbox"/> Withdrawn
<b>5.</b> Send approved proposal to the provost/president to forward the proposal for the new degree program to the state system Office of Higher Education for consideration.	<ul style="list-style-type: none"> <li>a) Send as appropriate for your institution</li> </ul>	<ul style="list-style-type: none"> <li>• Program Director</li> <li>• Dean</li> </ul>	<input type="checkbox"/> Complete <input type="checkbox"/> In-Process <input type="checkbox"/> Withdrawn

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<b>6.</b> Upon receipt at the Office of Higher Education, new program proposal will be posted on the appropriate website for information and institutional feedback.		• Office of Higher Education or other appropriate agency	<input type="checkbox"/> Complete <input type="checkbox"/> In-Process <input type="checkbox"/> Withdrawn
<b>7.</b> As part of the process for reviewing proposals, Office of Higher Education will invite interested parties to request a copy of proposals for review and comment. Information received through this process will be considered in evaluating proposed programs.		• Office of Higher Education or other appropriate agency	<input type="checkbox"/> Complete <input type="checkbox"/> In-Process <input type="checkbox"/> Withdrawn
<b>8.</b> If accepted for consideration following system office and system-wide review, the proposal will be submitted to the state Board for a formal vote. The college/university will receive written acknowledgement of the results of the board vote.		• Office of Higher Education or other appropriate agency	<input type="checkbox"/> Complete <input type="checkbox"/> In-Process <input type="checkbox"/> Withdrawn
<b>9.</b> CoARC is notified of change in program degree (See <a href="http://www.coarc.com">www.coarc.com</a> ).	a. Submit appropriate documents	• Program Director	<input type="checkbox"/> Complete <input type="checkbox"/> In-Process <input type="checkbox"/> Withdrawn
<b>10.</b> Work with Registrar's Office for new degree designation.	a. Change forms or website to reflect new degree option; may include: admissions applications, course catalog; marketing materials; degree conferral; transcripts, etc.	• Program Director	<input type="checkbox"/> Complete <input type="checkbox"/> In-Process <input type="checkbox"/> Withdrawn
<b>11.</b> Notify pre-majors of change in degree requirements for next admission cycle.	a. Emails, letters, open houses, etc., to appropriately notify students interested in respiratory therapy	• Program Advisors • Program Director • Director of Clinical Education	<input type="checkbox"/> Complete <input type="checkbox"/> In-Process <input type="checkbox"/> Withdrawn
<b>12.</b> Update admissions procedures and program information of change in degree requirements in program handbooks.	a. Update all appropriate documents to reflect degree change.	• Program Director • Director of Clinical Education	<input type="checkbox"/> Complete <input type="checkbox"/> In-Process <input type="checkbox"/> Withdrawn

For More Information Contact:



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