

Pre-Approval of New Degrees & Certificates

This form must be submitted 2 spring terms before the catalog publication year in which the program will begin. *For example, a program that receives pre-approval in spring 2027 can start being offered in fall 2028, assuming all course and program content is received/approved by their respective [deadlines](#).*

Program/Discipline:

Focus of new/significantly revised credential:

Award type (AAS, certificate):

Approximate number of credits for proposed new/revised credential:

Pathway Dean - Select one of the following:

☐ **Category I – Proposal Approved for Curriculum Development.** I have evaluated the proposed credential and its outcomes from the perspectives of both consumer protection for students and potential institutional impacts (resources, equipment, personnel). I recommend approval of this concept and that the SAC move forward with a curricular proposal in CourseLeaf. **Describe rationale from consumer protection and institutional impact perspectives below:**

☐ **Category II – Proposal Approved for [DACUM](#) (Developing a Curriculum) Process or Further Exploration.** I have evaluated the proposed credential and believe the concept is promising, but more information regarding employment and/or curricular structure is needed to determine if it is viable. I would like to move forward with further exploration/a [DACUM](#) process supported by the TLCI team. *If this option is selected, please indicate which type of DACUM you would like to request:*

☐ **Option I: Full DACUM.**

I would like to request full evaluation of this proposal from the “ground up” and want TLCI support to facilitate the following work with the faculty team, deans, and industry partners:

- Definition of target jobs/job family
- Use LMD to determine level/type (credit/non-credit, credential type if any) of education demanded by industry
- Use LMD to determine knowledge/skills/abilities demanded by industry at entry to job/job family
- Consultation with expert workers to identify job duties/tasks
- Definition of knowledge/skills that curriculum needs to support students in developing, based on duties/tasks
- Gap analysis: of the knowledge/skills what is already offered within our existing curriculum? What needs to be developed?
- “Chunking” of knowledge/skills into curricular elements

☐ **Option II: Further exploration.**

I would like more information about the proposed curriculum and/or target jobs and/or industry need before making a decision, and want TLCI support to answer the following questions:

NOTE: The Curriculum Development Specialist must receive this completed form with all approving signatures prior to moving any curricular proposal for a new credential or 30%+ credential change forward in CourseLeaf to the Degrees & Certificates Committee.

If Category I, curriculum proposal will be moved forward in CourseLeaf once the form is received. If Category II, curriculum proposal will be moved forward once TLCI Project Manager confirms DACUM conclusion and Pathway Dean approval.

Review/approval workflow in AODocs PASS:

1. Pathway Dean
2. AVP
3. Send final approved document to: TLCI Dean, TLCI Project Manager, TLCI Curriculum Development Specialist