

NACCAS' Standards & Criteria
January 2017

Standard X – Occupational Associate Degree Programs

The institution offers Occupational Associate Degree programs and/or courses that are consistent with the institution's mission and educational objectives. The institution has the discretion to offer associate degrees. Associate degree offerings may be based on demographic needs, student learning objectives, and industry market needs. Associate Degrees may reflect concentration within areas such as Beauty, Health and Wellness, and corresponding Management programs. All occupational Associate Degree programs must comply with federal, state, and local regulations and NACCAS Standards and requirements.

- D 1. Administrators of Associate Degree programs shall possess at least a Bachelor's Degree, an educational background, as well as experience in the program field.
- D 2. Preparation of faculty members shall be academically and experientially appropriate to the subject matter they teach. Faculty members shall be competent to teach the subject matter offered and shall have reasonable latitude in their choice of teaching methods.
- D 3. Instructors teaching general education courses must have at least a Bachelor's Degree with appropriate course work in the subject area(s) in which the instructor is teaching.
- D 4. Faculty members who teach in technical areas of Associate Degree programs hold at least an associate degree in an area related to the technical courses they teach (See [Policy X.01, Item 1](#), p. 57, for exceptions).
- D/A 5. During any academic term, a faculty member shall not be assigned to teach more than three fields of instruction and no more than five classes.
- D 6. If the institution has a transfer or articulation policy, the institution from which the student transferred must be an accredited institution. The policy must also state that a minimum of 50% of the degree program must be delivered by the institution awarding the degree (at least 25% in the area of concentration and 25% of general education).
- D 7. Programs must be offered in credit hours, with a minimum of 60 semester credit hours or 90 quarter credit hours normally earned over a period of 4 semesters, 6 quarters, or equivalent; or 2250 clock hours in length earned over a period of 5 semesters; or competency based hybrid clock hour programs as defined by the State and outlined in Instructions for Reporting Competency Based Programs (See [Policy X.01, Item 2](#), p. 57).
- D 8. The program must include at least 45 semester credit hours or 67 quarter credit hours in the occupational area.
- D 9. The program must include a minimum of 15 semester credit hours or 23 quarter credit hours of General Education courses with at least one course from the following areas: Mathematics; English; Humanities; Natural/Applied Science; and Behavioral Science.
- A 10. Courses and/or programs must enhance the ability of an individual to apply academic and occupational skills in the workplace.
- A 11. Courses and/or programs must qualitatively and quantitatively approximate the standards at other collegiate institutions related to the occupational degree offered.
- D/O/A 12. The institution has learning resources, (see Glossary Definition for [Learning Resources](#)), available that are required for degree-granting institutions including:

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1. A trained and knowledgeable staff is available to manage resources and ensure assistance to students and faculty in the use of the technologies and resources provided,
 2. A learning resources budget,
 3. Resources that reflect a degree-granting institution that offer programs in Health, Beauty and Wellness (including but not limited to English, Business Ethics, Law, Management, Humanities, Sciences, and Social Sciences) to support the general education component of the educational programs, and
 4. Interlibrary agreements may supplement but not replace resources.
- A/O 13. Research information is available through hard copy reference materials and/or full-text virtual libraries to support programs offered at the institution and enhance student learning outcomes.
- A/O 14. Learning resources are accessible to all students during classroom and/or lab hours and on-line, as applicable (See Glossary Definition for [Learning Resources](#)).
- A/O 15. Learning resource materials must be current and relevant to program offerings and student population.
- D 16. Students are made aware of resources available including location, hours of operation, staff responsible, and materials.
- A 17. The student teacher ratio shall be in keeping with generally accepted delivery modes and course content (See [Policy X.01, Item 3](#), p. 57).
- D 18. The institution shall make available to students a syllabus which meets NACCAS requirements (See [Policy X.01, Item 4](#), p. 57).
- A/O 19. Enrollment in the second year of a two-year program must be sufficient to support regularly scheduled classes and laboratory work. Second year work shall be based upon appropriate first year prerequisites.
- D 20. Externships and internships shall be supervised by qualified staff members who are responsible for the evaluation of the student, a viable learning environment, and an overall effective learning experience. A fully executed externship/internship agreement must be on file. It is the responsibility of the institution to locate an externship/internship site and place the students. (See [Policy X.01, Item 5](#), p. 57).