

## Baccalaureate/Transfer Degree Approval

Associate in Fine Arts (AFA), Associate in Engineering Science (AES), or Associate in General Studies (AGS)

### INSTRUCTIONS

Community Colleges are required to submit requests to offer new degree programs to the ICCB for review and approval. **The curriculum approval application should be completed in its entirety, with one hard copy mailed to ICCB staff and one electronic copy (MS Word format only NOT PDF) emailed to ICCB staff.**

**Please send both copies to:**

Tricia Broughton, Associate Director for Academic Affairs  
Illinois Community College Board  
401 East Capitol Avenue  
Springfield, IL 62701  
[tricia.broughton@illinois.gov](mailto:tricia.broughton@illinois.gov)

**Application Timeline.** Applications may be submitted any time during the year. Requests are reviewed on an ongoing basis. Clarification and/or additional information may be requested by ICCB staff if the application is unclear or incomplete. All requests must be reviewed, recommended and approved by ICCB and IBHE. The Board considers new program requests at each meeting.

**Application.** To apply for approval of an AFA, an AES, or an AGS, submit Form 20B, along with appropriate attachments, including the Form 22 "Curriculum Addition/Withdrawal/Change to the Curriculum Master File". The program should be consistent with the program models developed by the Illinois Articulation Initiative state articulation panels and the program model contained in this section. If a major also provides additional information with an associated specialized degree, that information is available on the iTransfer.org website: <http://ittransfer.org/courses/majors/> and select the appropriate major. **NOTE:** Do not insert responses into the application. The signature boxes must remain on the cover page of the application.

**NOTES:**

**For AFA only:** If the original application for an AFA is for fewer than four options, a college may pursue adding one or more options at a later date by submitting a completed "Reasonable and Moderate Extension Request for an Associate in Fine Arts (AFA) Degree" Form 21FA.

**For AGS only:** The Associate in General Studies degree (sometimes called the Associate in Liberal Studies) is a degree that is customized to meet the unique needs of students with objectives that are different than those of the transfer degrees or the occupational degrees. This degree is designed with a college counselor to meet a student's objectives such as obtaining a two-year liberal education, obtaining a degree to meet employment needs not possible through other programs and enhancing opportunities for individuals who have completed a certificate program. While the degree is very flexible, the college must have appropriate structures and procedures in place to ensure that the degree meets the objectives for which it is designed and ensure that the appropriate courses are selected to complete the degree.

**For AFA and AES only:**

**Program Assessment-** *The following information must be included within the application:*

1. How is this program unique? (Program goals and student learning outcomes can be listed to differentiate this program from other programs offered by the college.)
2. How will students be assessed prior to graduation? (Briefly state the multiple qualitative and quantitative measures that will be used.)
3. What means of feedback will the college use in order to determine program quality and success of graduates? (Input from various stakeholders, program review outcomes, student follow-up results, etc.)
4. How will students and program assessment lead to *Continuous Quality Improvement (CQI)* of the college? (How will assessment ultimately improve the curriculum, instruction, and student learning?)

**For More Information:** Questions regarding the completion of the application can be directed to ICCB Academic Affairs staff. Pertinent information is also contained in the [Administrative Rules](#). Contact Tricia Broughton at [tricia.broughton@illinois.gov](mailto:tricia.broughton@illinois.gov) with questions.

**Approval Notification.** Once approval by all appropriate Boards has been granted, ICCB Academic Affairs staff will notify the appropriate college staff by email. Approval documentation will include a copy of the dated Form 20B cover page, a copy of the processed Form 22, and an approval letter from our Executive Director to the College President indicating the approval dates of both Boards. Questions regarding the status of this documentation should be directed to Tricia Broughton at [tricia.broughton@illinois.gov](mailto:tricia.broughton@illinois.gov).

Form 20B

**Illinois Community College Board**  
**APPLICATION FOR ASSOCIATE IN FINE ARTS, ENGINEERING SCIENCE, OR GENERAL STUDIES**  
 (submit two copies)

<b>COLLEGE NAME</b>		<b>5-DIGIT COLLEGE NO.</b>	
<b>TITLE OF PROPOSED NEW UNIT</b>			
<b>DEGREE TYPE :</b>	<b>PCS/CIP CODE:</b>	<b>NUMBER OF CREDIT HOURS:</b>	

Please attach the following items in duplicate:

1. **Admissions:** An admissions statement as it will appear in the college catalog showing that state standards for admissions to all transfer programs (PA 86-0954) are being met.
  - a. **AFA:** Advise students that most senior institutions require a portfolio review.
  - b. **AES:** Include information concerning the rigor of the curriculum and the recommendation that students have an additional math course beyond the standard three units earned in high school.
  - c. **AGS:** Include admissions requirements of the degree.
2. **Students Served:** A description of the type of students to be served.
3. **Catalog Description:** Include a complete catalog description of the program.
4. **Feasibility: define the degree purpose target population, and overall need.**
5. **Curriculum:**
  - a. **AFA and AES:** 1) List the proposed degree requirements, including general education and courses in the major. 2) If the degree will be awarded in both music and art, describe the requirements separately. 3) If the degree will be awarded for engineering, list specialties that will be offered (chemical engineering, computer & electrical engineering, etc.) and courses pertinent to each.
  - b. **AGS:** Please indicate how the curriculum will be structured to ensure that it is designed to meet the student's needs that cannot be met by other degrees offered by the college, such as the need for a two-year transferable degree, the need for an associate degree to enhance employment opportunities in areas for which a general associate degree is more desirable than a specific occupational program, and the need for a general associate degree to enhance opportunities for individuals who have completed a specific certificate program. Describe the proposed degree requirements, including general education, occupational and transfer courses, and total credit hours.
6. **Courses:** New courses or modifications to existing courses must be submitted through CurricUNET once all appropriate ICCB/IBHE approvals have been granted.
  - a. **AFA and AES:** 1) Provide syllabi for all major courses. 2) Provide evidence of articulation for all courses included in degree per [ICCB Administrative Rules](#).
  - b. **AGS:** Describe the policies for acceptance of credit in transfer and awarding of credit for noncredit or non-collegiate activity.
7. **Credit Hour Justification:** Include a justification for a degree which exceeds 60 credit hours.
8. **Faculty: For AFA and AES programs only,** 1) Provide the number of full- and part-time faculty members who will teach courses in the major, describing their qualifications (including highest degree earned), teaching experience, professional experience, and licenses held. 2) Indicate how faculty are evaluated.
9. **Cost/Facilities/Equipment:**, 1) Describe the facilities (laboratories, equipment, and software), number and adequacy of studios and major equipment/instruments, and relevant library holdings available to support the proposed program. 2) Indicate what additional resources will be required to offer the degree.3.) Provide a three year budget breakdown of overall costs.
10. **Form 22** completed in duplicate for each option.

<b>VERIFICATION</b>	
<b>SIGNED</b>	
College Official Responsible	DATE

ICCB USE ONLY: Reviewed by	ON
ICCB Approval Date:	IBHE Approval Date:

***Please note: Signature Box must remain on front page of Application Form.***