



DIN 3065-4-02

HIGHER LEARNING COMMISSION CHANGE REQUEST
TO ADD A CERTIFICATE PROGRAM
Higher Learning Commission Liaison:

Table with 2 columns: Field Name and Value. Fields include INSTITUTION, CONTACT, PROGRAM NAME, and AWARD TYPE.

Northwest Technical College requests approval for the above-listed program. This program meets all six criteria for programs needing Higher Learning Commission Approval:

- 1. The certificate or degree program is freestanding and does not require enrollment in a concurrent degree program.
2. The courses are credit-bearing.
3. The courses are at any degree level or at the pre-associate's degree level.
4. 50 percent or more of the courses supporting the program have been developed for the certificate or diploma program...
5. The certificate/diploma program is Title IV eligible (eligible for financial aid).

The following information supports our request:

- 1. Briefly describe the nature of the certificate program. ("Certificate" includes diplomas.)
2. Briefly describe any contractual or cooperative agreements associated with the certificate program. (NOTE: If NTC is partnering or contracting with a corporation or institution either not accredited or accredited by an agency not recognized by the U.S. Department of Education...
3. Briefly describe the necessary qualifications of the faculty teaching in this certificate program. How are these qualifications being met with new or additional faculty?
4. Briefly describe the processes for the assessment of student learning, including development and measurement of learning objectives and continuous quality improvement.

- 5. Briefly describe the processes to ensure academic control of the program, such as admission, program content and quality.

- 6. List the courses that make up the certificate and specify the number of credits to be earned in each course.

<u>The most current documentation is electronic, therefore please discard printed copy after 24 hours.</u>			Print Date: 03/31/10 4:33 PM
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