



Ohio Administrative Code Rule 3332-1-16 Program standards.

Effective: March 2, 2020

(A) All schools submitting programs for approval by the board shall meet the minimum standards of this rule.

(B) All programs approved by the board shall meet the following minimum standards:

(1) Each program of instruction shall be described in a manner that concisely and accurately conveys the following to a prospective student:

(a) The specific content of the curriculum; and

(b) The intended employment outcomes including any state occupational licensure requirements; and

(c) The entrance and graduation requirements.

(2) A school must submit to the board with the application for new program authorization a list of instructors and their relevant academic and employment qualifications. If the school has not yet hired instructors for the program the school shall submit proposed hiring criteria for the program instructors. For each new instructor hired to teach a program, a school must keep documentation of the instructor qualifications including resume and academic transcripts in a format that may be reviewed by the board.

(3) The classroom, laboratory facilities and equipment must be appropriate to the program of study. At the time of submitting the application, each school must submit a list of equipment and include with the application a timetable as to when such equipment shall be made available.

(4) A school shall provide library resources appropriate to the program(s) of study along with standard works of reference.



(5) Titles of representative entry level positions for which graduates can be prepared shall be specifically stated in the request for program authorization. Realistic advancement opportunities that can be enhanced by successful employment experience shall be stated when appropriate.

(6) If internships, externships, or clinicals are necessary as a part of a school's educational program, schools must demonstrate that they have secured a sufficient number of internship, externship or clinical site agreements to meet the needs of students in the program.

(7) A school must certify that all students who receive a grant pursuant to section 3333.122 of the Revised Code maintain an academic record that meets or exceeds the school's standards for satisfactory progress as set forth in the school's catalog.

(8) Program names must accurately reflect the content of the program and the potential employment outcomes. No program shall use the word "certified" in the program name unless the program is specifically designed to lead to an industry recognized certification.

(9) If the program requires approval of another state agency, the school may be required to provide documentation of the additional approval as part of the program review process.

(10) All programs must be designated as either credit hour programs or clock hour programs. All credit hour programs must award credit in either whole or half numbers.

(11) Programs that are designed to prepare students for employment in a field that requires state licensing shall provide students with appropriate assistance in preparing for state administered professional licensing exams related to the program in which the student is enrolled. These programs must also maintain minimum acceptable passage rates on state licensing exams, as determined by the requisite professional licensing agency.

(12) A school may contract with outside service providers to provide course content or other training services and the school shall be responsible for assuring that the contract service providers adhere to the standards set forth in agency 3332 of the Administrative Code. Schools that are accredited must also demonstrate that the proposed use of contract service providers is in compliance with the school's accreditation standards. Schools shall be subject to disciplinary action in accordance with



Chapter 3332. of the Revised Code for any acts or omissions committed by contract service providers that violate any provision of agency 3332 of the Administrative Code.

(C) All certificate and diploma programs approved by the board shall meet the following minimum standards:

(1) "Certificate program" means generally one or more technical courses usually completed in one to twenty-six weeks, with a single skill objective and generally consisting of at least twenty and no more than six hundred clock hours or thirty-six quarter credit hours or twenty-four semester credit hours. In special cases, non-technical may be included when it is demonstrated such courses are essential to the program and occupational outcomes.

(2) "Diploma program" means a program of instruction offering technical and non-technical coursework. The program shall generally range in length from more than six hundred but less than fifteen hundred clock hours; or more than thirty-six but less than ninety quarter credit hours; or more than twenty-seven but less than sixty semester hours.

(3) Generally eighty per cent of a certificate program's curriculum shall be in the technical courses that support the program's objectives. The curriculum must state whether it will be measured in credit or clock hours.

(4) Generally seventy per cent of a diploma program's curriculum shall be in the technical courses that support the program's objectives. The curriculum must state whether it will be measured in credit or clock hours.

(5) A certificate or diploma program instructor whose teaching assignment is in the occupational specialty must have a high school diploma or GED, other formal training or certification necessary to the program, and have demonstrated competency as a wage earner, for at least three years, in the related technical field. Instructors teaching general education courses shall hold a bachelor's degree with a concentration in the discipline as a minimum.

(6) Initial program authorization will be for a period not to exceed two years in length. Renewal of program authorization will coincide with the renewal of certificates of registration.



(D) All associate degree programs approved by the board shall meet the following minimum standards:

(1) "Associate degree program" means a program of instruction consisting of technical and non-technical courses in which full-time students may complete program requirements in a minimum of two academic years, six to eight academic quarters, or four semesters.

(2) All associate degrees awarded by Ohio schools approved by the board shall be designated as "associate of applied science" or "associate of applied business" unless the associate degree program meets the requirements of paragraph (D) of rule 3333-1-04 of the Administrative Code.

(3) A school seeking initial program authorization for an associate degree program must have received a grant of institutional accreditation by a national or regional accrediting agency that is recognized and approved by the United States department of education.

(4) A school seeking program authorization for an associate degree program must meet one of the following minimum requirements:

(a) The school must have been in operation, with students enrolled, for a minimum of two years, prior to submitting an application for consideration; or,

(b) The school must have been under the same ownership as another school that has previously been approved to award associate degrees by the board or by another state for at least two years; or,

(c) The school must have been approved by another state to award associate degrees for a period of at least two years; or,

(d) The school has been permitted by the executive director to grant associate degrees in approved teach-out situation.

(5) The curriculum for an associate degree program shall consist of a minimum of ninety quarter hours or sixty semester hours of instruction and shall include:



- (a) A minimum of forty-two quarter credit hours or twenty-seven semester credit of non-technical course instruction.
- (b) A minimum of fifty per cent of quarter or semester hours of technical course instruction directly related to the program's occupational objectives.
- (c) A maximum generally of one hundred ten quarter credit hours or seventy-three semester hours unless otherwise approved by the board.
- (d) Remedial coursework shall not be academically creditable.
- (e) Schools may submit a program authorization request to deviate from the associate degree program credit hour requirements so long as the school demonstrates that the program is in compliance with the school's accreditation requirements and is otherwise in compliance with this rule.
- (6) Associate degree program authorization and renewal authorization shall be for a time period as determined by the board not to exceed two years. Associate degrees shall be renewed and assessed fees for a period that coincides with the approval cycle for a school's certificate of registration.
- (7) A major is a specialization within an associate degree program. Generally, a minimum of twenty percent and no more than thirty percent of the total hours in the program must be allocated to the technical discipline named in the major.
- (8) A concentration is a specialization within an associate degree program that is less intense than a major. A minimum of thirteen quarter hours or eight semester hours and no more than nineteen percent of the total hours in the program must be allocated to the technical discipline named in the concentration.
- (9) A school offering an associate degree shall maintain a library supervised by a trained librarian or competent staff member. The library shall provide appropriate access within the school to standard reference, periodicals and books consistent with the curriculum offerings. The physical holdings may be augmented by an approved cooperative arrangement with another library or by electronic access.



The hours of operations for the library shall be for the convenience of the students attending the institution. An area for students to study must be provided.

(10) A school proposing to offer the associate degree should form an advisory committee that utilizes appropriate persons to advise in the establishment and maintenance of a quality educational program. The advisory committee should be composed of individuals who are not employed by the institution, but who are recognized as practitioners from the community in the disciplines encompassed by the associate degree. Advisory committees shall meet at least once per year to review the program curriculum and program outcomes and the school shall keep minutes of the advisory committee meetings available for inspection by the board.

(11) Before the establishment of the associate degree program, a school shall have at least one person employed to offer leadership in program development, work with advisory committees, recommend equipment and monitor the program's implementation and operation. Such a person must be competent in the field of instruction either by training or work experience or a combination of both.

(12) A school offering an associate degree shall provide academic advisement for all students.

(13) Students admitted to an associate degree program shall be a high school graduate or possess the GED.

(14) A student may be admitted to the associate degree program upon written verification from the student that they have received their high school diploma or GED. The board may require schools to audit admissions records and provide independent verification from the appropriate high school, state department of education or other independent source verifying that the student has received their high school diploma or GED. If the school is unable to obtain this independent verification, the student must be withdrawn at the end of the student's current academic term.

(15) Instructors with teaching assignments primarily in technical areas of an associate degree program shall have the following minimum qualifications:

(a) Formal education appropriate to the specialization, usually including the bachelor's or master's degree or their equivalent as demonstrated by expertise, license, or certification and three years work



experience; or

(b) Practical experience other than teaching in the appropriate specialization, as demonstrated by full-time employment for five years in the career area, or a related field, and evidence of professional certification in the field of concentration.

(16) All instructors whose assignments are primarily in the teaching of the general studies curriculum should hold a master's degree or have bachelor's degree in the subject matter discipline, and should also show evidence of professional development in the subject matter discipline.

(17) Full-time instructors who teach in the general studies portion of any degree program must have the following qualifications:

(a) Hold a master's degree in the subject matter discipline he/she is assigned to teach; or

(b) Hold a master's degree in education with proficiency in the subject matter discipline; or

(18) For purposes of this rule only, "full-time instructor" means an instructor who is assigned for at least thirty hours per week of instruction, laboratory teaching or office hours;

(E) All advanced degree programs approved by the board shall meet the following minimum standards:

(1) "Advanced degree program" means a program of instruction at the baccalaureate, masters or doctorate level of instruction.

(2) All advanced degree programs offered by Ohio based schools must be approved by both the board and the Ohio department of higher education in accordance with section 3332.05 of the Revised Code. During any review of advanced degree programs the board will use the standards adopted by the Ohio department of higher education. The board shall not issue such final program authorization for any advance degree programs offered in Ohio unless the degree program has been approved by the Ohio department of higher education pursuant to the provisions of section 3332.05 of the Revised Code.



(3) Program authorization shall be for a period as specified by the board, dependent upon the outcome of the program review. Renewal authorization will be for a period as determined by the board not to exceed two years. Advanced degrees shall be renewed and assessed fees for a period that coincides with the approval cycle for a school's certificate of registration.