

Academic Program Website Checklist

Below is a list of items that are either required or optional for program websites. Program websites may contain additional information not included on the list below. Please submit this checklist along with website copy to your dean by Friday, August 11.

Website Item	Required or Optional	Incomplete	Completed
Website for all A.A.S., Technical Certificates, and Areas of Emphasis offered in your program.	Required		
General Information Please do not duplicate information already in the catalog. Course requirements will duplicate what's in the catalog, but these requirements will be in the form of a checklist rather than just a list.	Required		
Faculty Bios	Required		
Graphics Please submit photos related to your program. Obtain Model Release Forms from all students giving permission to publish their photos.	Required		
Comments from our Students Obtain Model Release Forms from all students giving permission to publish their comments.	Optional		
Course Requirement Checklists for all A.A.S., Technical Certificates and Areas of Emphasis offered in your program. Make sure the checklists are dated so program requirements are always up to date and the checklists MUST indicate whether the courses apply to an A.A.S. degree, an A.A./A.S. degree, or a Technical Certificate. The following statement should be noted for students planning to earn a baccalaureate degree at a four-year college or university: "To maximize transferability, students should identify and consult with the University to which they intend to transfer as soon as possible."	Required		