

Program of Study Examples

The example programs of study in this resource were developed to reflect core components that are required to align with the definition of a Comprehensive Transition Program (CTP) in the Higher Education Opportunity Act (HEOA, 2008). These are not examples from established college programs.

Program of Study Example 1

Career Studies Program

This program is designed to be completed on a full-time basis.

Total course credit hours (6) and required equivalent credit hours (6) = 12 hours/semester (for four semesters).

To complete the **two-year career studies certificate full-time program, students** will:

- Spend a minimum of 26 hours per week on campus (non-residential campus). This time will be spent attending classes, gaining work experience, receiving academic tutoring and other instruction, and socializing with peers.
- Follow a 15-week fall/spring semester calendar.
- Complete four (4) semesters of the following activities:

Note: All activities required for completion of the program will be evaluated.

- » **Attending courses.** (inclusive) 6 hours/week (90 hours/semester) — Audit two undergraduate courses (based on personal goals and career/employment interests). Students will attend, participate, and complete assignments (modified as needed).
- » **Career & employment.** (inclusive) 10 hours/week (150 hours/semester) — Students will explore interests and career possibilities through paid employment and internships.
- » **Tutoring and support.** 6 hours/week (90 hours/semester) — Students will participate in individual academic sessions to support their progress in class. This may include instructor office hours and advising.
- » **Social engagement.** 2 hours/week (30 hours/semester) — Students will participate in campus activities such as events and clubs with other students.
- » **Individual instruction.** 2 hours/week (30 hours/semester) — This instructional time is designed to support students in working to meet the goals in their individual program plan and includes advising, instructor's office hours, person-centered planning, and individualized goal development and achievement in life skills.

Note: Inclusive activities are noted to delineate the aspects of the course of study that meet the requirements of HEOA in reflecting a minimum of 50% of the time spent in inclusive courses or internships.

Program of Study Example 2

Full-time Professional Studies Program

The example below is of a **three-year, full-time university certificate program on a 15-week semester**. All calculations are made based on the 15-week semester for this university. Students are expected to take the number of course credits and equivalent [activity] credit hours identified per semester.

PROFESSIONAL STUDIES PROGRAM

	Overview	Academics	Career & Employment	Personal Development	Campus Engagement	
Year 1	Fall – 13 hrs. 7 course credit hours 6 equivalent credit hrs. --- 2 academic support 1 campus support 3 engagement support	required course (1) required course (3) exploration course (3) Academic support - 2 hrs. (2 hrs./wk, 30 /sem.)	Campus career counselor Mtgs – 3/semester, Person-centered planning meetings – 2/semester		Campus Support - 1 hr. (1 hr./wk.; 15 /sem.) faculty office hrs. Student Access Services engagement Support	
	Spring – 12 hrs. 6 course credit hrs. 6 equivalent credit hrs. --- 2 academic support 1 campus support 3 engagement support	required course (3) area of study course (3) Academic support - 2 hrs. (2 hrs./wk, 30 /sem.)	Campus career counselor meetings Person-centered planning meetings			Engagement Support - 3 hrs. (3 hrs./wk.; 45 /sem.) club/organizations (2) scheduled exercise campus events (6) goal develop-ment/activity
Year 2	Fall – 13 hrs. 7 course credit hrs. 6 equivalent credit hrs. --- 2 academic support 1 campus support 3 engagement support	required course (3) area of study course (3) elective course (1) Academic support - 2 hrs. (2 hrs./wk, 30 /sem.)	Campus career counselor meetings Person-centered planning meetings		2 person-centered planning (PCP) meetings each semester	Campus support (1) (1 hr./wk.)
	Spring – 18 hrs. 6 course credit hours 12 equivalent credit hrs. --- 1 academic support 10 career 1 campus support	Required course (3) Area of study course (3) Academic support- 1 hr. (1 hr./wk, 15 /sem.)	Campus career counselor meetings Person-centered planning meetings On-campus paid employment (10 hrs./wk.; 150 /sem.)		8 goal development and attainment support meetings each semester	
Year 3	Fall – 18 hrs. 6 course credit hours 12 equivalent credit hrs. --- 1 academic support 10 career 1 campus support	Area of study course (3) Area of study course (3) Academic support (1) (1 hr./wk, 15 /sem.)	Campus career counselor meetings Person-centered planning meetings Community internship in area of study (10 hrs./wk.; 150/sem.)		Campus support - (1) (1 hr./wk.)	
	Spring – 25 hrs. 3 course credit hours 22 equivalent credit hrs. --- 1 academic support 20 career 1 campus support	Area of study course (3) Academic support (1) (1 hr./wk, 15 /sem.)	Campus career counselor meetings Person-centered planning meetings Community employment in area of study (20 hrs./wk.; 300/sem.)		Campus support - (1) (1 hr./wk.)	
Program Total	32 course credit hrs. 64 equivalent credit hrs.	13 audited courses = 32 credits	2 employment positions 1 internship	Achievement of student's personal and career goals	2 clubs/orgs engagement and minimum of 6 events	

Program Credit or Clock Hours and Meeting the Minimum 50% Requirement

While there is not a specified number of hours required for a program for students with intellectual disability (ID) to be considered full-time, it is important that programs clearly identify the total hours required for completion. Your program can choose whether courses for credit and audit, and other required activities, are reported as credit or clock hours, though the choice generally aligns with how your institution reflects course hours. Accreditation standards require programs to meet the definition of CTP programs in the Higher Education Act. Your course of study must specify that at least one-half of students' participation in the academic components of the program includes individuals without disabilities. Academic components are defined as college courses for credit or audit, non-credit bearing/non-degree courses with students without disabilities and internships or work-based training.

Equivalent credit or clock hours are an expected component of CTP programs. The Code of Federal Regulations references hours to be included in the CTP application as: "the number of weeks of instructional time and the number of semester or quarter credit hours or clock hours in the program, including the equivalent credit or clock hours associated with noncredit or reduced credit courses or activities." 34CFR § 668.232

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