# GUIDELINES FOR SUBMISSION OF A REQUEST FOR APPROVAL OF ASSOCIATE DEGREES

# **A NEW Associate of Arts, or Associate of Science(s), or Associate of Arts and Sciences**

# **Adding a SPECIFIC MAJOR to an Existing Associate Degree**

**Compliance**

The proposed degree must comply with Regent Policy Documents [4-12](https://www.wisconsin.edu/regents/policies/minimum-requirements-for-an-associate-degree/) and [4-6](https://www.wisconsin.edu/regents/policies/granting-of-degrees-honors-and-awards/). In addition, the proposed degree must meet the requirements of [SYS 115 (Associate Degree Standards)](https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/associate-degree-standards/).

**Approval Instructions**

Please use the appropriate questions below to create your Request for Approval document. Once you have completed your Request for Approval document, please submit it to [oaa@wisconsin.edu](mailto:oaa@wisconsin.edu).

The Office of Academic Affairs (OAA) will review your submission and contact your university’s Program Planning Liaison if any clarifications are needed.

If Higher Learning Commission (HLC) approval is required, OAA will issue a UW System approval memo.You may use this memo to obtain HLC approval.

Once HLC approval is received, the CIP code is determined, and the implementation term and year are finalized, OAA will issue an implementation memo which serves as the final approval memo. You will then be able to offer the degree as of the term and year listed on the memo. In addition, this memo will add the program to the CDR, Find-a-Program (formerly MajorMania), and eApp.

**Part I: Adding a New Associate Degree (Type)**

Submit Part I if your university is requesting to offer a new associate degree type that is not currently approved at your university. The default assigned CIP and major will be 24.0199, Liberal Arts, unless:

1. You are adding this type to an existing major offered as an associate degree. For example, the university currently offers an A.S. in Liberal Arts and you wish to add an A.A.
2. You complete and submit Part II to request a new associate major.

**Part II: Adding a Major to an Associate Degree**

Submit Part II if your university is requesting to receive approval of a new major under an existing or newly requested associate degree (type). For example, the university currently offers an A.S. in Liberal Arts, and you wish to add an A.S. in Business.

**Elimination Instructions**

Use the Online Program Planning Form located at [www.wisconsin.edu/program-planning/online-program-planning-form/](http://www.wisconsin.edu/program-planning/online-program-planning-form/) and Select Suspend Admissions or Eliminate an Academic Program, in order to suspend or eliminate:

* + an existing Associate of Arts, or Associate of Science(s), or Associate of Arts and Sciences; and/or
  + an existing specific major for an Associate of Arts, Associate of Arts and Sciences or an Associate of Science(s)

**Part I: NEW ASSOCIATE OF ARTS, ASSOCIATE OF SCIENCE(S), OR ASSOCIATE OF ARTS AND SCIENCES**

1. **Name and Email Address of Person Submitting:**

*(The Request for Approval must be approved by the Provost and should only be submitted by the Provost, the Provost’s assistant, or the Program Planning Liaison.) Include assurance of provost approval and that this request has been approved by the appropriate governance (bodies).*

1. **University Name:**

UW-

1. **Proposed Degree:** (check one)

*(These are three separate degrees. Submit a separate Request for Approval for each degree.)*

Associate of Arts

Associate of Science(s)

Associate of Arts and Sciences

1. **Major Name:** (check one)

Liberal Arts (Default)

Other Major Name: (attach major request).

1. **Suggested CIP:** (check one)

24.0199 (Default)

Other CIP: (attach major request)

1. **Select the delivery mode for this program:** (check one)

In-person: A student must complete more than 50% of required coursework in-person and may have options to complete in multiple formats.

Mixed Modality: A student may complete 50% or more of required coursework via DE.

Fully Distance Education: A student may complete 100% of required coursework via DE.

1. **As Applicable, indicate which delivery flag applies.**

Predominantly in-person education: A student can complete 90% or more of the required coursework in-person.

Fully distance education: A student can complete 100% of the required coursework via DE.

1. **Provide a Brief Rational for Adding the Degree:**
2. **Provide an Outline of the Curriculum. Include a List of Courses and Other Requirements such as Internships, Practica, etc.:**
3. **Provide Information on the Program Assessment Process:**
4. **Provide Information on Transfer Possibilities to a Bachelor’s Degree. Identify the Bachelor’s Degree(s) for Possible Transfer:**
5. **Provide Information on Opportunities for Collaboration with Other UW Universities:**
6. **Provide the Desired Implementation Term and Year:**
7. **State whether Higher Learning Commission Approval will be Needed:**

*(HLC approval and an implementation memo from UW System are required before the degree can be offered. Your university will be provided with an approval memo from UW System that may be submitted to HLC. Once HLC approval is finalized, UW System will issue a final implementation memo.)*

1. **State how the Program Aligns with the University’s Mission.**
2. **State how the Program Aligns with the University’s Program Array.**
3. **State how the Program will Support Enrollment and Student Success Goals and will Impact the Enrollment Profile.**
4. **Note Additional Resources Required to Deliver Instructional and Student Support Services.**
5. **Indicate how the Program will be Staffed in Terms of Current Faculty, New Faculty, and Staff Members.**

**ADDING A SPECIFIC MAJOR TO**

**AN ASSOCIATE OF ARTS, AN ASSOCIATE ARTS AND SCIENCES, OR AN ASSOCIATE OF SCIENCE(S)**

1. **Name and Email Address of Person Submitting:**

*(The Request for Approval must be approved by the Provost and should only be submitted by the Provost, the Provost’s assistant, or the Program Planning Liaison.) Include assurance of provost approval and that this request has been approved by the appropriate governance (bodies).*

1. **University Name:**

UW-

1. **Associate Degree Type:** (check one)

Associate of Arts

Associate of Science(s)

Associate of Arts and Sciences

1. **Proposed Program (Major) Name:**
2. **Provide the Suggested** [**CIP code**](https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=56) **for this Curricular Area:**
3. **Select the delivery mode for this program:** (check one)

In-person: A student must complete more than 50% of required coursework in-person and may have options to complete in multiple formats.

Mixed Modality: A student may complete 50% or more of required coursework via DE.

Fully Distance Education: A student may complete 100% of required coursework via DE.

1. **As Applicable, indicate which delivery flag applies.**

Predominantly in-person education: A student can complete 90% or more of the required coursework in-person.

Fully distance education: A student can complete 100% of the required coursework via DE.

1. **Provide a Brief Rationale for the New Program, including the Number of Credits:**
2. **Provide an Outline of the Curriculum. Include a List of Courses and Other Requirements such as Internships, Practica, etc.:**
3. **Provide Information on the Program Assessment Process:**
4. **Provide Information on Transfer Possibilities to a Bachelor’s Degree. Identify the Bachelor’s Degree(s) for Possible Transfer:**
5. **Provide Information on Opportunities for Collaboration with Other UW Universities.**
6. **Provide the Desired Implementation Term and Year:**
7. **State whether Higher Learning Commission Approval will be Needed:**

*(HLC approval and an implementation memo from UW System are required before the degree can be offered. Your university will be provided with an approval memo from UW System that may be submitted to HLC. Once HLC approval is finalized, UW System will issue a final implementation memo.)*

1. **State how the Program Aligns with the University’s Mission.**
2. **State how the Program Aligns with the University’s Program Array.**
3. **State how the Program will Support Enrollment and Student Success Goals and will Impact the Enrollment Profile.**
4. **Note Additional Resources Required to Deliver Instructional and Student Support Services.**
5. **Indicate how the Program will be Staffed in Terms of Current Faculty, New Faculty, and Staff Members.**