



Office of Academic Programs and Faculty Advancement

1640 Van Hise Hall, 1220 Linden Drive

Madison, WI 53706

608.262.8778 p | 608.263.2046 f

apfa@uwsa.edu | wisconsin.edu/offices/apfa

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 of Arts or Associate of Science(s).
(A Specific Major can only be added to an A.A. or an A.S., not to an A.A.S.)**

Compliance

The proposed degree must comply with Regent Policy Documents [4-4](#) and [4-6](#). In addition, the proposed degree must meet the requirements of [SYS 115 \(Associate Degree Standards\)](#).

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 apfa@uwsa.edu.

The Office of Academic Programs and Faculty Advancement (APFA) 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, APFA will issue an 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, APFA 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, MajorMania, and eApp.

Elimination

To Eliminate:

- an Associate of Arts, or Associate of Science(s), or Associate of Arts and Sciences; or
- a Specific Major for an Associate of Arts or an Associate of Science(s)

Use the Online Program Planning Form located at www.wisconsin.edu/program-planning/online-program-planning-form/ and Select Eliminating an Academic Program.

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.)

2. University Name:

UW-

3. Proposed Program:

Associate of Arts, or Associate of Science(s), or Associate of Arts and Sciences.

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

4. Mode of Delivery:

(Face-to-Face delivery, 50% or more distance delivery, or both 50% or more distance delivery and face-to-face delivery.)

5. Provide a Brief Rational for Adding the Degree:

6. Provide an Outline of the Curriculum. Include a List of Courses and Other Requirements such as Internships, Practica, etc.:

7. Provide Information on the Program Assessment Process:

8. Provide Information on Transfer Possibilities to a Bachelor's Degree. Identify the Bachelor's Degree(s) for Possible Transfer:

9. Provide Information on Opportunities for Collaboration with Other UW Universities:

10. Provide the Desired Implementation Term and Year:

11. 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.)

**ADDING A SPECIFIC MAJOR TO
AN ASSOCIATE OF ARTS 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.)

2. University Name:

UW-

3. Proposed Program:

Associate of Arts or Associate of Science(s)in NAME (provide specific major name).

(A specific major can only be added if the university has an approved and implemented A.A. or A.S. Only one specific major can be requested via each Request for Approval document.)

4. Mode of Delivery:

(Face-to-face delivery, 50% or more distance delivery, or both 50% or more distance delivery and face-to-face delivery)

5. Provide the Suggested [CIP Code](#) for this Curricular Area:

6. Provide a Brief Rationale for the New Program, including the Number of Credits:

7. Provide an Outline of the Curriculum. Include a List of Courses and Other Requirements such as Internships, Practica, etc.:

8. Provide Information on the Program Assessment Process:

9. Provide Information on Transfer Possibilities to a Bachelor's Degree. Identify the Bachelor Degree(s) for Possible Transfer:

10. Provide Information on Opportunities for Collaboration with Other UW Universities.

11. Provide the Desired Implementation Term and Year:

12. 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.)