

## **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 [4-4](#) 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 [aaa@uwsa.edu](mailto:aaa@uwsa.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 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, 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, 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, Associate of Arts and Sciences or an Associate of Science(s)

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 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, 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.)*

**2. University Name:**

UW-

**3. Proposed Program:**

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

**4. Mode of Delivery:**

(Fully face-to-face, 50% or more via distance education, both face-to-face and 50% or more via distance education, or fully distance education)

**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.)*