

**Request for Exception to AA Policy 2.04**

Off-Cycle Addition of a Degree Program to Year 1 of Academic Plan

According to Board of Regents “AA Policy 2.04: Academic Planning and Degree Program Proposals” all planned degree programs must be listed in an institution’s Year 1 academic plan before the program proposal will be considered by Regents for final approval. This form is to request an exception to the policy and submit a degree program proposal (associate, nexus, bachelor’s, master’s, and doctoral degrees) that was not included on Year 1 of the most recent academic plan.

All off-cycle requests must undergo CAO review and Regents staff approval.

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| Institution Name: | Designation (flagship, statewide, regional, HBCU, 2-year): |
| College/School/Division: | Academic Department: |
| Degree Designationa: | Proposed Degree Name: | CIP Code: | Credit Hrsb: | Contact Hrsc: |
| Planned Implementation Semester/Term & Year: | Was this program listed in the most recent Three-year Academic Plan? [ ] Yes [ ] No |

1. Provide a brief description and reason for the development of the proposed program, identifying its purpose and primary objectives. Briefly describe the intended learning and employment outcomes, alignment with master plan goals, and resources needed to implement the program. (Max 350 words)
2. If the planned program was NOT included on Year 1 of your most recent Academic Plan, please provide justification for why it was not included.
3. Provide an explanation for the urgency of program approval. Why is it critical that the program be proposed and approved outside of the normal academic planning cycle? Include evidence.
4. Provide evidence that the planned program will be ready to launch upon approval.