

**CCCM# 6005 (March 18, 1996)**

SUBJECT: Associate in Technical Studies (A.T.S.) Degree

A. **REFERENCE:** (must fix - not clear what sources to quote)

1. Section 5-1a, (2) and 5-2a (2) Board of Regents' Bylaws and Policies
2. E5-201 Executive Policy, Approval of New Academic Programs and Review of Provisional Academic Programs
3. E5-205 Academic Minors and Certificate Credentials

B. **PURPOSE:**

This CCCM addresses the establishment and issuance of the Associate in Technical Studies (A.T.S.) Degree.

C. **DEFINITIONS:**

Associate in Technical Studies (A.T.S.) degree: A two year Technical-Occupational-Professional degree, consisting of at least 60 semester credits, which provides students with skills and competencies for gainful employment. This degree must be customized by using courses from two or more existing approved programs and is intended to target emerging career areas which cross traditional boundaries. This degree must have educational objectives which are clearly defined by business and industry, and employers who have near-immediate needs for specialized training for a limited number of employees. This degree must have advanced approval, and cannot be requested based upon previously completed coursework.

D. **RESPONSIBILITIES:**

(1) Chancellor

- . Reviews and approves program procedures to assure consistency with campus Educational Development Plan, the Mission and Functions of the UH Community Colleges, and compliance with guidelines as set forth in this Policy;
- . Returns program proposal to Provost with rationale if disapproved. Notifies the Provost and President if program proposal is approved.

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(2) Provost

- . Ensures program proposals are consistent with campus Educational Development Plan and policy guidelines;
- . Ensures that no commitment of resources, or personnel may be made to a proposed or approved A.T.S. program.
- . Prepares proposal using guidelines identified in Attachment A, and transmits to Chancellor.

(3) Student

- . Initiates and prepares individual A.T.S. proposal following guidelines in attachment B.

E. ATTACHMENTS:

Attachments A, B: Associate in Technical Studies Program Proposal Guidelines (Campus) and Associate in Technical Studies Program Proposal Guidelines (Student).

F. RECISION:

None

Joyce S. Tsunoda  
Senior Vice President, University of Hawai‘i and  
Chancellor for Community Colleges

ASSOCIATE IN TECHNICAL STUDIES PROGRAM PROPOSAL GUIDELINES  
(Requirements for College to Establish)

I. INTRODUCTION

- A. Date of proposal
- B. Date of proposed implementation

II. CAMPUS PROCEDURE TO APPROVE STUDENT PROPOSAL

- A. Required Faculty/Administration participation for approval of individual student A.T.S. proposals.
- B. Required procedures to be followed

III. RESOURCE REQUIREMENTS

- A. No additional resource requirements are permitted.
- B. No additional facilities or equipment requirements are permitted.

ASSOCIATE IN TECHNICAL STUDIES PROGRAM PROPOSAL GUIDELINES  
(Requirements for Student Proposal)

I. INTRODUCTION

- A. Date of proposal
- B. Date of proposed implementation
- C. Brief summary of proposal

II. OBJECTIVES AND NEED FOR COURSE OR COURSE SEQUENCE

- A. Educational Objectives defined by Business/Industry
- B. Proposed Employer and Certification of Need
- C. Duration-what is the proposed duration of time to complete the course sequence.

III. DESCRIPTION OF COURSE OR COURSE SEQUENCE

- A. Requested curriculum including both program and general education courses.