

Instructions –All Waiver Forms

WAIVER RATIONALE – for notice of intent, single and group waiver applications

The purpose of the waiver rationale is to demonstrate how program learning outcomes meet industry or professional standards.

Provide documentation that demonstrates the proposed program credit length is justified by externally established industry and/or professional standards. Documentation may include specific credit length requirements established by accrediting or certification bodies, evidence of state licensure requirements, research literature which supports industry skill standards or national practices, or standards recommended by employers attesting to the need for specific skills requiring longer programs.

PROGRAM ANALYSIS – for single or group applications

The purpose of the program analysis is to establish which programs may or may not be considered comparable in determining program credit length.

The single and group waiver applications require an in-depth program analysis for all programs seeking a waiver request, except when industry or professional standards set a specific minimum program credit length above 60/120 and the program meets those standards or is designed to be consistent with those standards.

Program comparisons are based on similar program learning outcomes. Comparable programs will have the same credit length. Curriculum design and course requirements within individual programs can vary. Use the [program inventory](#) as a guide to help identify similar programs. This inventory groups programs by the federal Classification of Instructional Programs (CIP) code. The program analysis reviews the following items when determining comparability.

1. Description (catalog description)
2. Design (credit distribution for major, emphases, general education, etc.)
3. Objectives or purposes
4. Learning outcomes
5. Curriculum (course listing with course number, name, description and credits)
6. Comparison to other programs
7. Other factors, e.g., task analysis

ARTICULATION AGREEMENTS

Where applicable, articulation agreements must be revised and submitted as part of the waiver request. Complete the [Articulation Agreement Table](#). Articulation agreements will be reviewed to confirm that all courses in the associate degree program transfer and count toward completion of a specific baccalaureate degree program.

RELATED DIPLOMA PROGRAMS

Diploma programs related to AAS degree programs must be reviewed to determine whether all courses in the technical area of the diplomas transfer in their entirety into the AAS degree. As required by [Mn Statute 136F.32](#), this means, at a minimum, that diploma programs may not exceed 45 credits if an AAS is also offered in that program area (since the AAS must have a minimum of 15 credits of general education credits).