

2.3 Degree Authorization

2.3.1 THE REQUEST FOR AUTHORIZATION TO IMPLEMENT A DEGREE DOCUMENT

The intended audience for the Request for Authorization to Implement a Degree document includes the members of the BOR, administrators, and other interested parties. The Request for Authorization to Implement a Degree is a public document. The [Request for Authorization to implement a degree](#) must follow the UW System BOR format.

The Request for Authorization to Implement document should be eight to 10 pages in length and must address foundational elements: who, what, where, when, and why. The use of technical jargon should be minimized and acronyms should be clearly defined. The document should be written to convey the purpose and need for the proposed program; the benefits of the program to the institution; the ability of the institution to carry out the program; and the likely value to, and impact on, students and the residents of Wisconsin. The BOR template with format, requirements, and details can be found by downloading the [Request for Authorization to implement a degree](#) form.

2.3.2 THE INSTITUTIONAL LETTER OF COMMITMENT

The [Letter of Commitment](#) is submitted by the institution's Provost. The letter should be addressed to the President of the UW System (copied to the AVP of APEI) and affirm that:

- The program has been designed to meet the institution's definition and standards of quality and will make a meaningful contribution to the institution's select mission, overall academic plan, and academic degree program array;
- There is institution-wide support for the program, including confirmation that the appropriate institutional governance body(ies) have completed their review process(es);
- The necessary financial and human resources are in place and/or have been committed to implement and sustain the program; and
- Program evaluations are in place.

2.3.3 THE COST AND REVENUE PROJECTIONS FOR NEWLY PROPOSED PROGRAM SPREADSHEET

The purpose of the [Cost and Revenue Projections for Newly Proposed Program](#) spreadsheet is to document the financial sustainability of the program. The spreadsheet shows projected revenues and indicates how new or existing resources will be (re)allocated to offset the program costs. The projection will cover a five-year period.

2.3.4 PROCESS FOR DEGREE AUTHORIZATION

The proposing institution's Provost (or institutions' Provosts in the case of a collaborative program) submits all authorization materials, including the [Request for Authorization to implement a degree](#), the [Letter of Commitment](#), and the [Cost and Revenue Projections for Newly Proposed Program](#) spreadsheet as described above to APEI via apei@uwsa.edu at least eight weeks in advance of the BOR meeting at which the institution requests that the proposal be considered. APEI will work closely and extensively with the institution on finalizing the documents to prepare them for submission to the President and the BOR.

The President decides whether or not to recommend the proposed program to the BOR for approval. The BOR decides whether or not to authorize the program. The BOR's policies can be found [here](#).

The AVP of APEI notifies the institution of the BOR's decision and provides instructions about implementation. Authorizations that are not implemented three years after the date of BOR approval will automatically expire. APEI will send a reminder six months prior to the expiration date. If an institution wants to request an extension, the Provost sends a formal request to APEI via apei@uwsa.edu no later than three months before the expiration date. Extensions may be granted for a period of no more than one year.