



Authorization Guidance 10-20-2020

Please use this document as both guidance to create and to review program authorizations before they are submitted to UW System Administration and the Board of Regents.

**REQUEST FOR AUTHORIZATION TO IMPLEMENT A
[BACHELOR/MASTER] OF [SCIENCE/ARTS] IN [NEW PROGRAM]
IN ACADEMIC DEGREE PROGRAM NAME
AT UNIVERSITY OF WISCONSIN-[CAMPUS]
PREPARED BY UW-[CAMPUS]**

The purpose of this document is to offer a data-based argument asking the BOR to authorize a new academic degree program (program). The document advanced should mirror information already presented to those governance groups associated with the university's approval process.

ABSTRACT

Guidance:

- Relationship to mission: brief statement with reference to an element/phrase of the mission.
- Relationship to strategic plan: brief statement with reference to an element/phrase of the plan.
- Rationale:
 - Elevation of a successful minor/concentration/emphasis to a full major.
 - Response to accreditation recommendations.
 - Part of a suite of programs in a distinctive area of the array.
 - New distinct area of growth for the university.
- Description of the program by components: general education, major courses, degree requirements, and HIPS opportunities.
- Any distinctive tuition structures, such as service-based pricing.
- Careers and professional that students will be prepared to enter upon program completion.
- Statement about demand: summary of data shared within authorization.

PROGRAM IDENTIFICATION

- University Name**
- Title of Proposed Academic Degree Program**
- Degree Designation(s)**

Mode of Delivery

Guidance:

- Indicate if this is a single university or UW System Collaborative (HLC Consortial) and how the proposed program will be delivered (Face-to-face delivery, 50% or more distance delivery, or both 50% or more distance delivery and face-to-face delivery.)

Department or Functional Equivalent

Guidance:

- Indicate what department will house the proposed program.

College, School, or Functional Equivalent

Guidance:

- Indicate what unit (College or School) will house the proposed program.

Proposed Date of Implementation

Guidance:

- State the proposed month and year for implementation after Board of Regents authorization and HLC approval if required.

Projected Enrollments and Graduates by Year Five

Guidance:

- After year one, your numbers of continuing students should reflect your calculation for attrition.
- The total enrollment is the summation of new and continuing students.
- Include a statement regarding projected retention or attrition rates. Provide a rationale for how these rates were determined (e.g., based on actual rates of attrition from like programs at comparable universities).
- Have your university's Budget Office check your calculations as this table will be used in the Cost and Revenue Projections spreadsheet.
- Be realistic about who you count as new and continuing students, particularly if they are coming from another program in the same university. Continuing students are not "New Students".
- Keep in mind that you will transition new students from year one to be continuing students for year two or the next appropriate year.
- Continuing students may either persist or continue to the next year or they will graduate.

- Sometimes you will be using a fixed cohort model for the number of new students. Be ready to justify this.
- At the end of the narrative on this section related to the Table 1 information, add a statement that summarizes the total numbers projected for student enrolled and number of students who have graduated over a five-year period.

Table 1: Five-Year Academic Degree Program Enrollment Projections

Students/Year	Year 1	Year 2	Year 3	Year 4	Year 5
New Students					
Continuing					
Total Enrollment					
Graduating					

Tuition Structure

Guidance:

- Have a member of your university's budget office review this document for compliance to SYS policy.
- Use standard, SYS 805 policy-driven tuition rate/per credit/per semester, unless otherwise indicated.
- Indicate the amount associated with segregated fees per semester.
- Indicate the nonresident tuition rate/per credit/per semester, and any associated segregated fees, if appropriate.
- If using a different tuition model (e.g., distance delivery or service-based pricing) or additional fees will be required, discuss and reference the relevant university and UW System Administration (UWSA) tuition policies.
- Provide the per-credit tuition and fees for part-time students, if applicable.
- Discuss any additional program or course fees, if applicable.
- Reference any applicable costs student will have to cover, such as textbook rental fees, online fees, etc.
- The CBO and Provost must sign an Excel copy of the one-page, completed, portrait view, Cost and Revenue Projections spreadsheet. See the current Cost and Revenue Projections Excel sheet at <https://www.wisconsin.edu/program-planning/>.

DESCRIPTION OF PROGRAM**Overview of the Program**

Guidance:

- Describe the number of program credits including general education credits required from year one to graduation.
- Describe any internships, clinical, or other program components and the number of associated credits.

- The total credits should equal 120. Explain any variance from this credit total.
- Include information about HIPs and requirements for other learning experiences that are required.

Student Learning and Program Outcomes

Guidance:

- Identify the proposed program's student learning outcomes.
- Discuss the proposed program outcomes – e.g., what graduates will be able to do upon completion of the program. If applicable, discuss how the program will prepare students to pass a professional or industry-based exam.
- Mention any alignment of outcomes to professional organizations, if appropriate.

Program Requirements and Curriculum

Guidance:

- This section identifies the coursework for the proposed program.
- Delineate between gen ed degree requirements (if possible) and major requirements.
- Confirm credit totals.

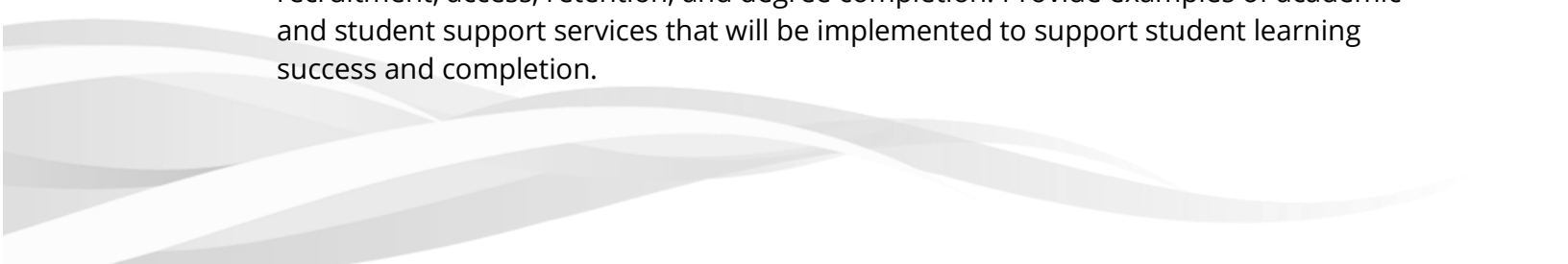
Assessment of Outcomes and Objectives

Guidance:

- Identify key components of the proposed program's assessment plan, including the tools and measures.
- Align the proposed program assessment to the university's larger assessment plan requirements.
- Identify any professional licensure or other examinations used to assess student learning and program outcomes.
- Provide a statement of how assessment results will inform the proposed program's continuous improvement as well as any other uses (e.g., accreditation reports).

Diversity

Guidance:

- Describe how the proposed program curriculum and learning outcomes will advance inclusive excellence.
 - Identify specific components and requirements within the curriculum that will offer students opportunities and learning activities to engage in diversity with respect to perspectives, theories, practices, and populations different from themselves. If internships or clinical, practicum, or experiential learning experiences will be required, discuss how students will have access to diverse practice settings.
 - Explain how the proposed program will actively pursue an equity in student recruitment, access, retention, and degree completion. Provide examples of academic and student support services that will be implemented to support student learning success and completion.
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- Discuss how the proposed program will ensure equity in the recruitment and hiring of faculty, instructional staff, and staff who will oversee practicum and clinical experiences.
- Note any plans or strategic initiatives at the university that support development of the proposed program, and how efforts will align with the appropriate and applicable accreditation standards that address diversity.

Collaborative Nature of the Program

Guidance:

- Discuss internal and external collaborations.
- Specify any inter-university work.
- Discuss any program partnerships with other UW universities or entities.
- Explain the nature of any external (non-UW universities) partnerships.
- Identify any articulation agreements or transfer pathway(s), if appropriate.

Projected Time to Degree

Guidance:

- Discuss how program courses are structured to accommodate completion in four years (e.g., cohorts, internship-linked courses, etc.).
- Explain year or semester projections, considering factors such as prerequisite requirements, transfer agreements, or other graduation requirements.
- Share how the program structure accommodates part-time and/or non-traditional students.

Program Review

Guidance:

- Reference the program review process at the university, identifying the cycle and role of shared governance.
- Briefly list which program components are subject to review.
- Describe how program review results will be used and for what purpose(s).

Accreditation

Guidance:

- Explain any applicable specialty accreditation requirements and review, if appropriate.
- If this is a new type of degree consult with HLC and give evidence that HLC states it does or does not need a substantive change proposal.

JUSTIFICATION

Rationale and Relation to Mission

Guidance:

- Discuss what factors prompted and supported planning the proposed program.
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- Discuss how the proposed program aligns to strategic planning, and the elements of the university mission that the program will advance. Reference relevant initiatives or support at university, community, and regional levels.
- Identify how the proposed program and its outcomes reflect elements of the university's mission using quotes and descriptors to provide context.
- Link the proposed program to your strategic plan-goals, outcomes, action plans.
- Be specific in addressing the how, when, and where links between the proposed program and the university's mission exist.

University Program Array

Guidance:

- Tie this proposed program to the university's existing academic degree program array.
- Describe how the proposed program compliments existing programs.
- If appropriate, indicate how the proposed program augments an existing curricular strength at the university.
- If appropriate, indicate how the proposed program breaks new ground in the array or extends it in a new direction.
- If appropriate, describe how the proposed program fosters interdisciplinary or collaborative work across programs, specialties, colleges.

Other Programs in the University of Wisconsin System

Guidance:

- Use the academic dashboard by OPAR at <https://www.wisconsin.edu/opar-frontier/uws-academic-majors/> to contextualize the program in relationship within the UW System array.
- Be sure to check the UW System array by CIP Code as well as Title.
- Distinguish your proposed program and be specific about how your program differs from others if that is the case.

Need as Suggested by Current Student Demand

Guidance:

- Describe the methods used to determine the potential student demand for this proposed program.
- Identify specific studies conducted that indicate student demand. Cite sources as footnotes. If a resource is available online, please include the URL for the source.
- Explain how the university will sustain the identified demand.
- Discuss the effects the proposed program may have on the existing demand for related majors.

Need as Suggested by Market Demand

Guidance:

- Describe the national, state, regional, and local market, workforce, and industry need for the proposed program.

- Include references to national, regional, state, local, or professional organization/agency data. Offer supporting data from at least three sources.
- Discuss position openings, retirements, and projected growth, citing all data references.
- Include findings of industry studies or studies conducted by the university.

ADDITIONAL DOCUMENTATION TO BE SUBMITTED:

Three additional documents must be submitted along with the Request for Authorization to Implement a Degree narrative to apfa@uwsa.edu. These additional documents are:

- Cost and Revenue Projections Spreadsheet (Excel format)
- Cost and Revenue Projections Narrative (Word format)
- University Letter of Commitment (PDF format)

These documents will be combined into one PDF document for the Board of Regents' packet later.

Cost and Revenue Projections Spreadsheet – Additional Document #1 (Excel format, Portrait View)

Please utilize the spreadsheet template located at the Academic Program Planning webpage at <https://www.wisconsin.edu/program-planning/>. The Provost and the Chief Budget Officer must sign the cost and revenue projections spreadsheet. The submitted document must be clean and readable. Avoid submitting scanned documents.

Cost and Revenue Projections Narrative – Additional Document #2 (Word format)

The Cost and Revenue Projections Narrative supports the completion and discussion of the Cost and Revenue Projections spreadsheet document. Together, the budget spreadsheet and narrative illustrate the financial sustainability of the proposed program and document how projected revenues will offset the program costs over a five-year period.

A template for this narrative is located at the Academic Program Planning webpage at <https://www.wisconsin.edu/program-planning/>.

University Letter of Commitment – Additional Document #3 (PDF format)

The letter of commitment is signed by the university's Provost. The letter should be addressed to the President of the UW System (copied to the Associate Vice President of Academic Programs and Faculty Advancement) and affirm that:



- The proposed program has been designed to meet the university's definition and standards of quality, and will make a meaningful contribution to the university's select mission, overall academic plan, and academic degree program array;
- There is university-wide support for the proposed program, including university governance approval;
- The necessary financial and human resources are in place and/or have been committed to implement and sustain the proposed program; and
- Program evaluations are in place.

