**SUBMISSION OF PART B: REQUEST FOR AUTHORIZATION TO IMPLEMENT**

After receiving an approval to plan memo from the Office of Academic Affairs, the proposing university’s Office of the Provost sends a **Request for Authorization to Implement** to the Office of Academic Affairs (OAA)

**Reference** and **utilize** information previously provided in the **Part A: Request for Authorization to Plan**.

**Reference** and **address** all elements and prompts outlined in in the **Part B: Request for Authorization to Implement Guidance.**

**Utilize** the Templates may be found on the OAA Academic Program planning page.

See <https://www.wisconsin.edu/program-planning/>

**Submit** the following documents to [oaa@uwsa.edu](mailto:oaa@uwsa.edu)

Request for Authorization to Implement (MS Word format)

Cost and Revenue Projections Spreadsheet (Excel format)

Cost and Revenue Projections Budget Narrative (MS Word format)

Institutional Letter of Commitment (PDF format)

The provost must sign the cost and revenue projections spreadsheet.

The submitted document must be clean and readable.

* **PART B: AUTHORIZATION ELEMENTS & GUIDANCE**

**REQUEST FOR AUTHORIZATION TO IMPLEMENT**

**DEGREE TYPE**

**IN ACADEMIC PROGRAM NAME**

**AT UNIVERSITY OF WISCONSIN-XX**

**PREPARED BY UW-XX**

**ABSTRACT (copy or adapt from info provided in Part A)**

In this section, please address the following elements.

Opening sentence: The University of Wisconsin (UW)-[Campus] proposes to establish a [Degree Type] [put acronym here] in [Academic Degree Program Name].

Provide the rationale for proposing the program e.g., 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, or a new distinct area of growth for the university.

Describe any distinctive tuition structures, such as service-based pricing.

Discuss careers and professional employment that students will be prepared to enter upon program completion

Provide a statement about demand by summarizing the demand data shared within the document.

**PROGRAM IDENTIFICATION (copy or adapt from info provided in Part A)**

**University Name**

**Title of Proposed Academic Program**

**Degree Designation(s)**

**Suggested Classification of Instructional Programs (CIP) Code**

**Mode of Delivery**

Indicate if this is a single institution or UW System Collaborative (HLC Consortial)

Indicate the program modality in which the program will be delivered

**Department or Functional Equivalent**

Indicate what department will house the proposed degree program.

**College, School, or Functional Equivalent**

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

**Proposed Date of Authorization**

State when you hope to advance this program to the Board of Regent for authorization.

**Proposed Date of Implementation**

State the anticipated term and year for implementation after BOR approval

**PROGRAM INFORMATION**

**Overview of the Program (copy or adapt from info provided in Part A)**

Provide a general overview of the program and the curricular components, including a description of theanticipated number credits to degree. For undergraduate programs include general education credits.

Include information about any anticipated HIPS and other required learning experiences, including anticipated internships, clinical, or other program components.

**Projected Enrollments and Graduates by Year Five**

Describe the methods used to determine the potential student enrollments. Indicate enrollment impact on other majors/programs at the university.

Illustrate enrollment headcount (using the Table 1 template) and discuss the total enrollment headcount projections for the first 5 year of the program.

We recommend you count students as continuing if you anticipated they may move from another major within your university.

Transition new students to continuing students after their 1st of enrollment.

After Year 1, the continuing student figure should consider your calculation for attrition. If the continuing student figures include anticipated re-entry students or students moving from another major, please explain.

Describe unique elements that impact your projections, such as a fixed cohort model, enrollment caps, etc.

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 institutions). Note how you will support retention for the student population, as a whole.

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.

The figures illustrated in Table 1 should match those included in the cost and revenue narrative and spreadsheet. Confer with the appropriate offices at your institution to confirm the projections and retention calculations.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Table 1: Five-Year Enrollment and Completion Projections by Headcount** | | | | | |
| **Students/Year** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| New Students |  |  |  |  |  |
| Continuing Students |  |  |  |  |  |
| Total Enrollment |  |  |  |  |  |
| Graduating Students |  |  |  |  |  |

**Tuition Structure**

Have a member of your university’s budget office review this document for compliance to SYS policy and alignment to the cost and revenue documents.

Indicate the tuition and fee model that will be applied to this pursuant to SYS 805.

Indicate the nonresident tuition rate/per credit/per semester, disaggregating tuition from segregated fees, if applicable.

Discuss any additional tuition, if applicable.

Describe any additional distance education fees or course fees, if applicable.

Reference any applicable costs student will incur, such as textbook rental fees.

**Student Learning and Program Outcomes**

Identify the program’s student learning outcomes.

Discuss the program outcomes and what graduates will be able to do upon completion. The discussion may include elements of how it will prepare students to succeed within an occupation or industry and in the context of global and diverse communities.

Discuss if/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 Curriculum**

This section identifies the specific coursework for the academic program. You may also discuss unique elements of the program and how the curriculum will serve to produce the student learning outcomes and objectives.

Discuss the inclusion of high impact educational practices and field placements.

Utilize the Table 2 template to list required coursework. You may add or eliminate sections as applicable to the degree level or the program structure.

If an undergraduate program, delineate between general education, degree requirements and major requirements.

Confirm that credit totals align with program as described in Overview of Program section (Part A).

|  |  |  |
| --- | --- | --- |
| **Table 2: [Degree Type] in [Academic Degree Program Name] Program Curriculum** | | |
| **General education courses required for graduation:** | | |
|  |  | x credit(s) |
|  |  | x credit(s) |
|  |  | x credit(s) |
|  |  | x credit(s) |
|  |  | x credit(s) |
|  |  | x credit(s) |
| **Program prerequisites or support courses:** | | |
|  |  | x credit(s) |
|  |  | x credit(s) |
|  |  | x credit(s) |
|  |  | x credit(s) |
| **Academic degree program or major course requirements:** | | |
|  |  | x credit(s) |
|  |  | x credit(s) |
|  |  | x credit(s) |
|  |  | x credit(s) |
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|  |  | x credit(s) |
|  |  | x credit(s) |
|  |  | x credit(s) |
| **Total Credits** | | **x credit(s)** |
| Include table endnotes here (10 pt.) | | |

**Collaborative Nature of the Program**

☐ Discuss internal and external collaborations.

☐ Specify any inter-disciplinary collaborations.

☐ Discuss any program partnerships with other UW universities or entities.

☐ Explain the nature of external (non-UW universities) partnerships.

☐ Identify any articulation agreements or transfer pathway(s), if appropriate.

**Projected Time to Degree (copy or adapt from info provided in Part A)**

Discuss projected time to degree. Please explain if timeline falls outside of standard progression timelines for the degree type.

**Accreditation (copy or adapt from info provided in Part A)**

Explain any applicable specialty accreditation requirements and review, if appropriate.

Note whether notice or additional approvals will be required from HLC.

**JUSTIFICATION** **(copy or adapt from info provided in Part A)**

**Rationale**

Discuss what factors prompted and supported planning the proposed program. Include relations to the university’s mission, or strategic framework, or academic program plan.

**Institution and University of Wisconsin System Program Array**

Discuss the program in relation to your university’s academic program array.

Use the academic dashboards provided by OPAR 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 program title.

**Need as Suggested by Current Student Demand**

Describe the method used to project student demand for the program.

Discuss studies conducted and data that support and sustain student demand.

Discuss how approval of a new academic degree program will affect existing enrollments/demand for related programs.

Include analyses you conducted using/referencing institutional, local, state, regional, national, or professional organization data. Analyses offered in Part A and Part B should include data from at least 3 sources.

**Need as Suggested by Market Demand**

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

Include studies conducted by the institution.

# COST AND REVENUE PROJECTIONS NARRATIVE

**UNIVERSITY OF WISCONSIN-[CAMPUS]**

**[BACHELOR/MASTER] OF [SCIENCE/ARTS] IN [NEW PROGRAM]**

The cost and revenue projections and narrative should provide the reader with an overview of the revenues that will be collected and/or utilized to implement and sustain the proposed program, as well as the corresponding costs to deliver the program. The narrative provides the university an opportunity to provide the Board of Regents with context relative to your university’s unique budget structure. You may utilize the spreadsheet template located at the Academic Program Planning webpage at <https://www.wisconsin.edu/program-planning/>.

**PROGRAM INTRODUCTION**

Provide a brief summary of the proposed program.

Provide an overview of program characteristics that may impact budget projections or explain the budgeting methodology. This may include a collaborative design, elevation of a submajor, cohort model, etc.

Share any unique elements of your university’s budgeting structure (e.g., pooled tuition) that will provide the reader context to interpreting this budget

**Section I – Enrollment**

Section includes student headcount that were illustrated in the authorization narrative (Part B, Table 1) and student enrollment full-time equivalent (FTE)

If student FTE projections are lower than the headcount projections, describe how the student FTEs were calculated.

**Section II – Credit Hours**

This section highlights credits generated by the program and grounds staffing requests and/or the need to develop new courses/sections. Include only credit hour attributable to major/program requirements. Do not include credits attributable to general education program requirements.

Define how you classify new and existing credit hours.

Describe how current and new credit hours were calculated.

Only include credit hours attributable to major/program requirements.

If the calculation incorporates credit hours beyond the program requirements (e.g., General Education), include a justification for the calculation.

Note any unique features of the program model that will influence the need for new course sections.

Collaborative programs only

Indicate how these credit hours will be distributed across collaborating institutional partners.

**Section III – Faculty and Staff Appointments**

Estimate the number of faculty/staff Full Time Equivalent (FTE) appointments needed to implement and sustain the program. New faculty/staff include those who did not hold an appointment with the university during the previous academic year. Continuing faculty/staffinclude current appointments.

Describe the number of current and new faculty/staff FTE needed to implement and sustain the proposed program.

Are the faculty and staff FTE estimates sufficient to meet demand for new courses or course sections?

Discuss the rationale for redirected appointments.

Collaborative programs only

Discuss how faculty/staff FTE appointments will be shared among collaborating institutional partners.

**Section IV – Program Revenues**

The purpose of this section is to illustrate revenues that will be attributable to the program, either via tuition revenue or other funding sources. The listed revenues should be sufficient to demonstrate program sustainability.

Tuition & Additional Tuition

Reiterate/summarize the tuition structure that will be applied to the program, drawing from the authorization narrative.

Clearly describe how tuition revenues were calculated for new and continuing students accounted for in Section I.

If applicable, describe how additional tuition revenues were calculated.

Fees

Do not include segregated fees in this section

Include only fees that will be accessible to the program and applied to direct program expenses listed in Section V.

Program Revenues and GPR

List extramural grants/gifts that will be available to the proposed program.

List additional program revenue (non-tuition) sources of funding that will be available to the program.

List GPR that may be allocated or redirected to implement the proposed program

**Section V – Program Expenses**

The purpose of this section is to illustrate expenses that will be attributable to the program. It is expected that the scope of the program expenses match the scope of program revenues. For example, if tuition revenue from continuing students attributable to major course requirements are included in the budget, we may expect to see the corresponding instructional expenses.

Salary and Fringe

Detail the instructional and non-instructional salary and fringe expenses attributed to the proposed program.

Discuss how salary and fringe were calculated, referencing faculty/staff FTE appointments reported in Section III.

Facilities and Capital Equipment

​​☐​   Detail and discuss any expenses related to the use of university facilities, capital equipment, operations, maintenance, and similar expenses.

​​☐​   Include information regarding any anticipated new construction, renovations to existing facilities, and any capital equipment required for the program.

​​☐​   If listed revenues do not cover the anticipated facilities and equipment expenses, please discuss how these expenses will be managed. Indicate the program enrollment numbers that might precipitate any new facilities, equipment, and similar expenses. If no new/renovated facilities or capital equipment are required, please indicate this in your narrative.

Other Expenses

Detail by line and describe additional expenses related to program implementation.

List expenses for the use of university facilities, capital equipment, operations, maintenance, and/or library.

List direct program expenses such as marketing, travel, program materials, etc.

List indirect program expenses, such as charges for university services, or planned reinvestments in the program.

**Section VI – Net Revenue**

If the program will eventually operate on a cost recovery basis, indicate when the program will be self-sufficient.

If positive net revenue, discuss how funds will be reinvested at the university.

If *negative* net revenue, explain how any deficit will be addressed, and the revenue source.

**Include the Cost and Revenue Budget Document with Signatures**

Signed by the Provost

Signed by the Chief Business Officer