



## ACADEMIC APPROVAL MATRIX

No: S-0.5

Date: \_\_\_\_\_

October 2016 (revised)

**Authority:** Academic Program Planning, Review, and Approval (BOR Policy 4-12)  
UW System Policy Statement on Academic Planning, Review and Approval  
(Approved August 2012)  
UW System ACIS 1.0 (Revised April 2010)  
UWM Faculty Document 2237  
UWM SAAP 10.5: Centers/Institutes

**Initiator:** Provost

**Responsible Party:** Provost

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### I. Purpose

The purpose of this policy is to articulate the approvals needed for various academic program and administrative actions at UWM and UW System levels. This policy only applies to situations that would not result in faculty layoff or termination.

### II. Policy

Academic program actions at the course, subprogram, and program levels are governed by policies established by the Board of Regents and the faculty senate. As such, these actions require review and approval by appropriate faculty bodies as well as by the UWM administration. Approval of actions related to academic administrative structures are also governed by various policies of the Regents and faculty senate. This policy sets forth the reviews and approvals required at UWM and UW System for certain academic program and administrative actions.

### III. Definitions

Degree: Award conferred on a student upon successful completion of a prescribed set of requirements including a course of study. Examples: Bachelor of Arts, Bachelor of Science, Master of Business Administration, Master of Architecture, Doctor of Philosophy.

Major: Academic discipline in which the student's course of study is focused/specialized. Typically, the major is housed in an academic department or equivalent. Examples: Africology, English, Mechanical Engineering, Nursing. When more than one department or equivalent is involved in offering the major, it is usually referred to as an interdisciplinary major. Examples: Religious Studies, Women's & Gender Studies.

Sub-major: A prescribed set of courses that a student pursuing a degree in a major can take that complements a major or emphasizes a specialty within a major. UWM definition of sub-major includes terms such as minor, area of interest, specialization, area, concentration, emphasis, field, focus, option, sequence, and track.

Curricular area: Subject area of a course offering.

**IV. Procedures**

The necessary approvals for various actions are noted in pages 3 and 4 of this policy. It is expected that schools and colleges will follow their established internal processes prior to forwarding the proposed actions to the appropriate campus level body. It is to be noted that some of the actions may also require approval of the Higher Learning Commission (HLC), which is UWM's regional accrediting body, per prevailing HLC policies. Additionally, the procedures for approvals by the UW System and the Board of Regents are subject to System and Regent policies in effect. Individuals, programs, and departments should consult with the Provost's office for the current System, Regent, and HLC requirements for approvals.

**V. Contact Information**

Dev Venugopalan, Vice Provost, Academic Affairs, Chapman Hall 240, [dv@uwm.edu](mailto:dv@uwm.edu)

**VI. Forms:**

Forms, templates, and procedures for the various academic actions can be obtained from <http://uwm.edu/academicaffairs/facultystaff/academic-program/>

Academic Actions	Undergraduate Level									Graduate/Post-baccalaureate Level								
	Department or Equivalent	School or College <sup>1</sup>	Academic Planning and Budget Committee (APBC)	Academic Program & Curriculum Committee (APCC)	Faculty Senate	Provost	Chancellor	UW System	Board of Regents	Department or Equivalent	School or College <sup>1</sup>	Academic Planning and Budget Committee (APBC)	Graduate Faculty Committee (GFC)	Faculty Senate	Provost	Chancellor	UW System	Board of Regents
Pre-Authorization to plan new degree or major	Y	Y <sup>2</sup>	I	I	I	Y	I	Y	N	Y	Y <sup>2</sup>	I	I	I	Y	I	Y	N
Authorization to implement new degree or major	Y	Y <sup>2</sup>	R	Y	Y	Y	I	Y	Y	Y	Y <sup>2</sup>	R	Y	Y	Y	I	Y	Y
Establish sub-major or certificate program	Y	Y <sup>2</sup>	N	Y	N	Y	I	I	N	Y	Y <sup>2</sup>	N	Y	N	Y	I	I	N
Establish cooperative program with another UWS unit	Y	Y	R	Y	Y	Y	I	Y	N	Y	Y	R	Y	Y	Y	I	Y	N
Establish an off-site offering on an existing degree or certificate program	Y	Y	R	I	N	Y	I	Y	N	Y	Y	R	I	N	Y	I	Y	N
Rename degree or major	Y	Y <sup>2</sup>	N	Y	Y	Y	I	I	N	Y	Y <sup>2</sup>	N	Y	Y	Y	I	I	N
Change in degree/major requirements, or rename or change sub-major or certificate program requirements	Y	Y	N	Y	N	Y	I	I	N	Y	Y	N	Y	N	Y	I	I	N
Add, change or drop course	Y	Y	N	Y	N	N	N	N	N	Y	Y	N	Y	N	N	N	N	N
Suspend admission to a program (hiatus) or reactivate suspended admission to a program	Y	Y	I	I	I	Y	I	I	N	Y	Y	I	I	I	Y	I	I	N
Drop degree or major	Y	Y	I	Y	Y	Y	Y	I	N	Y	Y	I	Y	Y	Y	Y	I	N
Drop sub-major or certificate program	Y	Y	N	Y	N	Y	I	I	N	Y	Y	N	Y	N	Y	I	I	N
Add, change, or drop curricular area	Y	Y	N	Y	N	Y	N	I	N	Y	Y	N	Y	N	Y	N	I	N
Change affecting all programs (e.g. establishing new admission requirements)	N	N	N	Y	Y	Y	Y	I	I	N	N	N	Y	Y	Y	Y	I	I

**Legend:** Y: Approval required; N: Approval not required; I: Information only; R: Review and comment.

<sup>1</sup> School or college approval must involve approval of appropriate faculty bodies within the school/college.

<sup>2</sup> Academic Affairs will also circulate proposals to all other schools/colleges, with copies to the University Committee, and allow 14 days for response. Evidence of such solicitation and any responses must accompany submission of proposals to APCC or Graduate Faculty Committee and when appropriate the Faculty Senate.

Academic Actions	University Level									
	Department or Equivalent	School or College <sup>3</sup>	Academic Planning and Budget Committee	Academic Program & Curriculum Committee	Graduate Faculty Committee	Faculty Senate	Provost	Chancellor	UW System	Board of Regents
Establish/eliminate school/college	N	N <sup>4</sup>	R	I	I	Y	Y	Y	Y	Y
Rename school/college	N	Y <sup>4</sup>	N	I	I	Y	Y	Y	Y	Y
Restructure school/college	N	N <sup>4</sup>	R	I	I	Y	Y	Y	I	N
Establish/eliminate department	Y	Y <sup>4</sup>	R	I	I	Y	Y	Y	I	N
Rename department	Y	Y <sup>4</sup>	N	I	I	Y	Y	Y	I	N
Establish/eliminate center or institute	N	Y <sup>4</sup>	R	N	N	I	Y	Y	I	N
Rename center or institute	N	Y <sup>4</sup>	N	N	N	N	Y	Y	I	N

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<sup>3</sup> School or college approval must involve approval of appropriate faculty bodies within the school/college.

<sup>4</sup> Academic Affairs will also circulate proposals to all other schools/colleges, with copies to the University Committee, and allow 14 days for response.

# **APPENDIX A:**

## **Structuring of a School, College or Academic Department Proposal Template**

Template: Proposal to establish, substantially restructure, or eliminate a school/college or establish/eliminate a department (UWM PP 2.01(2) & PP 4.01(2))

Executive summary: In 250 words or less, provide a summary of the proposed restructuring; highlight the major features, justification & impact of the proposal.

### **I. Unit identification**

- A. Title of school/college or department that is the object of proposed action
- B. Title and location of unit that is proposing the action

### **II. Nature of proposed action**

- A. Establish new unit (impact on curricular codes)
- B. Substantially restructure unit
  - 1. Suspend portion of unit (non-departmentalized; impact on curricular codes)
  - 2. Absorb into an existing unit (impact on curricular codes)
  - 3. Merge with another unit to create new unit, neither continues as is (impact on curricular code)
  - 4. Other
- C. Eliminate a unit entirely (impact on curricular code)
- D. Modification of departmental structure of unit (change between departmentalization and non-departmentalization)

### **III. Timetable for proposed action**

- A. Effective date
- B. Transitional period/plan
- C. Duration of change:
  - 1. action taken for a particular time frame; clear statement of steps to be taken when time frame has elapsed (continue in status as suspended, return to prior status)
  - 2. action in effect until further notice

### **IV. Impact of proposed action on academic programs**

- A. Programmatic impact of proposed action
  - 1. Impact of proposed action on unit's instructional programs: quality of certificate, minor, major, specialization, concentration, program by curricular code
  - 2. Impact of proposed action on scholarship, research, and creative activity in school/college, as it relates to campus mission and conception of urban doctoral research university
  - 3. Impact of proposed action on curricula in other programs, departments, and units
  - 4. Impact of proposed action on metro/regional, state, national/international programmatic needs, in light of existing programs and schools/colleges
  - 5. Other programmatic impact of proposed action (e.g., Advising, Outreach, Technology Utilization, Distance Education, Accreditation)
- B. Impact of proposed action on resource utilization in unit
  - 1. Current budget information for a unit and the financial impact of proposed action for first 2 years (e.g. Capital budget and resources, Operating budget (S/E), Reallocations: internal and external, Tuition/program revenue, extra-instructional budget, personnel budget)

2. Impact of proposed action on utilization of space, facilities, and infrastructure (e.g., Space: ASF, offices, instructional, Space and facilities for scholarship, research, and creative activity, Clinical facilities, Study facilities, Other facilities, infrastructure, and supplies/equipment)
  3. Impact of proposed action on program support (e.g., Extramural research support, Other support for research, scholarly/creative activity)
  4. Other financial/resource impact of proposed action
- C. Impact of proposed action on personnel in unit
1. Impact of proposed action on staffing, workload, and position descriptions in unit
  2. What is the impact on existing staff (will they be moved, terminated, how will the change impact their workload?)
- D. Impact of proposed action on students
1. Impact on students within the unit (e.g., Overall SCH/enrollment, Students pursuing course of study in unit)
  2. Impact on students outside the unit (courses needed for other majors etc.)
  3. Plan for how students will matriculate after change (alternatives being offered and timeline for existing students to graduate)
- V. Plan for assessing proposed outcomes.
- VI. Path through campus approval matrix
- VII. New Bulletin Copy (provided by unit initiating action)
- VIII. Comments from faculty/staff/administration of school/college that is the object of proposed action