

Academic Program Reporting Overview

This table describes the various academic program actions that require approval or reporting. Institutions are expected to consult with each other and with UW System Administration at appropriate points in the process of developing and implementing all new academic programs.

NOTE: All submissions should be directed to the UW System Associate Vice President, Academic and Faculty Programs at afgp@uwsa.edu. All “I” items will be reported to the Board of Regents annually or upon request.

Institutional Action	System Admin Action	Board of Regents Action	Required Documentation
1. Institutional Plan	I	I	Academic Plan, Executive Summary
2. Establish New Academic Degree or Degree Program:			
a1. Entitlement Request	A	I	Memo requesting Entitlement to Plan
or			
a2. Expedited Review Process (undergraduate only)	A	I	Memo requesting Expedited Review
b. Authorization to Implement	A	A	Executive Summary and Proposal for Authorization to Implement
c. Implementation	I	I	Memo stating date of Implementation
d. Joint Review	A	I	Report and Recommendation
3. Offer an Existing Degree Program via Distance Education	I	I	Submit documentation of HLC approval and/or substantive change notice, if applicable, otherwise written notification.
4. Establish or Alter the Institutional Mission	A	A	Written request outlining rationale and analysis of impact on UW System
5. Extend Degree Program to a Second UW System Institution	I	I	Written notification, included in the Annual Program Report

Institutional Action	System Admin Action	Board of Regents Action	Required Documentation
6. Extend Degree Program to an Additional Location (formerly “remote site”)	I	I	Submit documentation of HLC approval, if required; otherwise submit documentation of HLC notification and acknowledgement.
7. Establish a College/School ¹	A	A	Written request
8. Rename or Eliminate a College/School	I	I	Written notification, included in the Annual Program Report
9. Redirect Major/Degree Substantively	A	I	Written request
10. Establish, Rename or Eliminate a Center or Institute ²	I	I	Written notification, included in the Annual Program Report
11. Eliminate a Degree/Major	I	I	Written notification, included in the Annual Program Report
12. Suspend a Degree/Major	A	I	Written request
13. Rename Major/Degree	I	I	Written notification, included in the Annual Program Report
14. Review General Education Program	I	I	Report to coincide with NCA/HLC re-accreditation review
15. Report on Institutional Program Review	I	I	Summaries due July 1 of each year

A=Approval Required

I=Information Only

¹=Section 36.09 (1)(gm), *Wis. Stats.*, applies to creation of some schools or colleges

²=Only when state funds are involved initially or as a commitment for continuing the center or institute