**REQUEST FOR AUTHORIZATION TO IMPLEMENT A**

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

**[use this second line if long title for new program]**

**AT UNIVERSITY OF WISCONSIN-[CAMPUS]**

**PREPARED BY UW-[CAMPUS]**

[For a collaborative degree program list all universities and note if there is administrative and financial support from UW Extended Campus in the title]

**ABSTRACT**

The University of Wisconsin (UW)-[Campus] proposes to establish a [Degree Type] [put acronym here] in [Academic Degree Program Name]. Include all elements noted in checklist.

Note there should be 2 line spaces between HEADERS; 1 line space between **Sub headers**, no line space after **Sub header** (unless there is an additional Sub header), and 1 line space between paragraphs. Font should be Open Sans: Title 14 pt. HEADERS 12 pt., other text 11 pt. Tables may be 10-11 pt. One character space between sentences.

**PROGRAM IDENTIFICATION**

**University Name**

University of Wisconsin-[Institution]

**Title of Proposed Academic Program**

Name

**Degree Designation(s)**

Degree type

**Proposed Classification of Instructional Program (CIP) Code**

Six-digit code – Code Descriptions

**Mode of Delivery**

Single university or UW System Collaborative; Mode of delivery

**Department or Functional Equivalent**

Department of [Department Name]

**College, School, or Functional Equivalent**

College (or School) of [College or School Name]

**Proposed Date of Implementation**

Month Year

**PROGRAM INFORMATION**

**Overview of the Program**

Insert content here. See checklist for guidance. In this and subsequent sections, indent each paragraph .5.

1. Bullets and numbers should be placed at .25 with text beginning at .5.

**Projected Enrollments and Graduates by Year Five**

Table 1 represents enrollment and graduation projections for students entering the program over the next five years.

Insert additional discussion here. See checklist for information.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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**

For students enrolled in [Degree Type] in [Academic Degree Program Name] program, XXXX tuition and fee rates will apply. See checklist for guidance.

**Student Learning Outcomes and Program Objectives**

Insert content here. See checklist for guidance.

1. Bullets and numbers should be placed at .25 with text beginning at .5.

**Program Requirements and Curriculum**

Insert content here. See checklist for guidance. All undergraduate programs should include GER requirements and prerequisites in this table. For graduate programs, adapt the table to accommodate the program structure.

|  |  |  |
| --- | --- | --- |
| **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) |
|  |  | x credit(s) |
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|  |  | x credit(s) |
|  |  | 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**

Insert content here. See checklist for guidance.

**Projected Time to Degree**

Insert content here. See checklist for guidance.

**Accreditation**

Insert content here. See checklist for guidance.

**PROGRAM JUSTIFICATION**

**Rationale**

Insert content here. See checklist for guidance.

**Institution and Universities of Wisconsin Program Array**

Insert content here. See checklist for guidance.

**Need as Suggested by Student Demand**

Insert content here. See checklist for guidance.

**Need as Suggested by Market Demand**

Insert content here. See checklist for guidance. Please cite references using a footnote.[[1]](#footnote-1) Here is an example of a citation from the U.S. Bureau of Labor Statistics Occupational Handbook.[[2]](#footnote-2)

**General Format Guidance (delete this page prior to submission)**

* Font: Open Sans
  + Title - 14 pt. Bold
  + Major (1st) Header (ABSTRACT, PROGRAM ID, PROGRAM INFO) - 12 pt. Bold , All Caps
  + Sub Headers – 11 pt. Bold
  + Content – 11pt. Tables may be reduced down to 10
  + Footnotes – 10 pt.
  + Headers and page numbers 10 pt.
* Margins: 1” and left justified
* Page numbers right justified indicated as (e.g.) Page 1 of 4
* Indent
  + Abstract – Indent .5
  + PROGRAM IDENTIFICATION – no indent
  + PROGRAM INFORMATION
    - Indent .5 beginning of section
    - Lists (number bullets) indent .25 with .25 space
* Line spacing
  + Double line space before MAJOR HEADER
  + Single line space before header and sub headers
  + No line space between header/sub headers and first paragraph
  + Single line space between paragraphs
* Sentence spacing
  + One character space between sentences
  + One character space after colon
* Footnotes
  + Include references and citations as footnotes
  + Do not place links within the text
  + Place footnote outside of sentence punctuation
* General style guidelines
  + Refer to years of program as Year 1 and Year 2
  + UW Acronym may be used with full university name (e.g.) UW-Milwaukee
  + Spell out all acronyms when first used
  + Avoid first person and an names within the text
  + Avoid use of jargon
  + Use Oxford commas

1. Provide full citation and full URL. Footnotes should use Open Sans 10 pt [↑](#footnote-ref-1)
2. Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Occupational Therapists. Retrieved at https://www.bls.gov/ooh/healthcare/occupational-therapists.htm (July 2023) [↑](#footnote-ref-2)