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]

Collaborative Degree Program

REQUEST FOR AUTHORIZATION TO IMPLEMENT
A COLLABORATIVE ONLINE
[BACHELOR/MASTER] OF [SCIENCE/ARTS] IN [NEW PROGRAM] [AT]
[use this second line if long title for new program] AT

UNIVERSITY OF WISCONSIN-[CAMPUS]
UNIVERSITY OF WISCONSIN-[CAMPUS]
UNIVERSITY OF WISCONSIN-[CAMPUS]
UNIVERSITY OF WISCONSIN-[CAMPUS]
UNIVERSITY OF WISCONSIN-[CAMPUS]

WITH ADMINISTRATIVE AND FINANCIAL SUPPORT FROM
UW EXTENDED CAMPUS
PREPARED BY UW-[CAMPUS]

ABSTRACT

The University of Wisconsin (UW)-[Campus] proposes to establish a [Degree Type] [put acronym here] in [Academic Degree Program Name]. [Explain its relationship to the mission: a brief statement with reference to an element/phrase of the mission. Also explain its relationship to the strategic plan: a brief statement with reference to an element/phrase of the plan. Provide the 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, and any new distinct area of growth for the university. Describe the program by components: general education, major courses, degree requirements, and HIPS opportunities. 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: a summary of data shared within the authorization.]

PROGRAM IDENTIFICATION

University Name
University of Wisconsin-[Campus]

Title of Proposed Academic Degree Program
Name

Degree Designation(s)
Degree type

Mode of Delivery
Single university or UW System Collaborative
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
Department of [Department Name]

College, School, or Functional Equivalent
College (or School) of [College or School Name]

Proposed Date of Implementation
Month Year

Projected Enrollments and Graduates by Year Five
Table 1 represents enrollment and graduation projections for students entering the program over the next five years. By the end of Year 5, it is expected [x] students will have enrolled in the program and [x] students will have graduated from the program. The average student retention rate is projected to be …, based on …

Table 1: Five-Year Academic Degree Program Enrollment Projections

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, standard tuition and fee rates will apply. For the current academic year, residential tuition and segregated fees total $[xx] per semester for a full-time student enrolled in (credit range) per semester or $[xx] per credit. Of this amount, $[xx] is attributable to tuition and $[xx] is attributable to segregated fees. Nonresident tuition and segregated fees total $[xx] per semester for a full-time student enrolled in (credit range) per semester or $[xx] per credit. Of this amount, $[xx] is attributable to tuition and $[xx] is attributable to segregated fees.

If applicable, provide per-credit tuition and fees for part-time students.

If applicable, discuss additional program or course fees that will be charged. Reference planned tuition increases and any applicable costs the student will have to cover, such as textbook rental fees, online fees, etc.

DESCRIPTION OF PROGRAM

Overview of the Program

Describe the number of credits of the program including general education credits required. Describe any internships, clinical, or other program components.

Student Learning Outcomes and Program Objectives

List program objectives and/or program-level student learning outcomes. General education or other core curricula with ancillary learning outcomes may be referenced here.

Discuss program outcomes relative to what graduates of the program will be able to do. If applicable, this section may discuss how the program will prepare students to pass an industry-based exam.

Program Requirements and Curriculum

Describe admission requirements, including test scores or prerequisites required for entry to the program.

Table 2 illustrates the program curriculum for the proposed program. The program requirements are comprised of [x] credits, of which… If applicable, note other non-course graduation requirements.

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)**

Assessment of Outcomes and Objectives

Detail all measures and tools that will be used to regularly assess and improve the program. University-wide processes, as well as those specific to academic units, should be referenced. Details about internal or external assessment should be included, as applicable. This section should also consider assessment required by accreditors or licensing agencies.

Diversity

Describe how the proposed program curriculum and learning outcomes will advance inclusive excellence. Discuss 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.

Discuss 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.

Consider 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 are closely linked with the 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
If applicable, describe any collaborative plans such as partnerships or consortial arrangements that will be made with other UW universities or organizations.

Projected Time to Degree
Include year or semester projections, considering factors such as full- or part-time enrollment, prerequisite requirements, transfer agreements, or other graduation requirements.

Program Review
Discuss university processes, timelines, and the entities responsible for the first and recurring reviews. Discuss program review required by external entities, such as accrediting agencies.

Accreditation
Describe applicable specialty accreditation requirements, including required Higher Learning Commission (HLC) approvals.

JUSTIFICATION

Rationale and Relation to Mission

Discuss what factors prompted and supported the planning for the proposed program. Discuss how the 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.

The [Degree Type] in [Academic Degree Program Name] will contribute directly to the mission of the UW System by …

The UW-[Campus] mission states, "…" [URL]. The proposed [Degree Type] in [Academic Degree Program Name] program supports the university mission of UW-[Campus] by contributing to … and by developing … skills.

The proposed program at UW-[Campus] supports major themes in the university's Strategic Plan. These major themes achieve/are … Central to this strategic plan is the commitment to serve …

Support has been expressed by the leaders of …

University Program Array
Describe current university array and how the program curriculum will align to or leverage other curricula currently offered within the department or by other academic units. Discuss impact.

Other Programs in the University of Wisconsin System
List all academic degree programs within the UW System that may offer similar coursework and content. Describe how the proposed program, its delivery, and/or the student base will differ from those currently offered at other UW universities or fill an unmet need. Consider programs in the same Classification of Instructional Programs (CIP) area, even if the program does not use the same name. This paragraph describes the competitive environment and is linked to the student demand and market need discussion. Issues of duplication and efficient use of UW System resources, as well as array management, are important considerations.

Need as Suggested by Current Student Demand
Describe method used to determine the potential student demand for this program. Projections should be verifiable and reliable. Discuss studies conducted and data that support student demand. Cite sources. Is the demand sustainable? Will the approval of a new major affect existing demand for related majors?

Need as Suggested by Market Demand
Describe the market, workforce, and industry need for the proposed program. Include references to national, regional, state, local, or professional organization/agency data. Relevant job search-engine references may be used. 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, portrait view).
- Cost and Revenue Projections Narrative (Word format).
- University Letter of Commitment (PDF format).

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 chief business 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)

Please utilize the Word template located at the Academic Program Planning webpage at https://www.wisconsin.edu/program-planning/.

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.

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 & Faculty Advancement) and affirm that:
- The 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 program, including university governance approval.
- The necessary financial and human resources are in place and/or have been committed to implement and sustain the program.
- Program evaluations are in place.

<div align="center">

Authorization Instructions

February 1, 2021

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1) *Page numbers in footer*
   *begin on page 1 in the following format: e.g., Page **1** of **10** (right alignment)*
   (use Authorization template to correct page numbering format or add missing page
   *numbers to the document) (**size 11**, Open Sans, numbers in bold)*
2) *Main heading (not header) on page 1*
   *all caps (**size 14**, Open Sans, bold) (same format as exec summaries)*
3) *Prepared by UW-[Campus] in heading on page 1 (last line of main heading)*
   *all caps (**size 14**, Open Sans, bold) (same as above)*
   (be consistent in inserting this text, if not provided)
4) *Major headings in all caps (**size 12**, Open Sans, bold)*
   ABSTRACT, PROGRAM IDENTIFICATION, DESCRIPTION OF PROGRAM, JUSTIFICATION
5) *Two blank lines precede all <u>major headings</u> and <u>one blank line</u> follows all major headings*
   ABSTRACT, PROGRAM IDENTIFICATION, DESCRIPTION OF PROGRAM, JUSTIFICATION
6) *Sub-headings in initial caps (**size 11**, Open Sans, bold)*
7) *One blank line precedes all <u>sub-headings</u> and <u>no blank line</u> follows any sub-heading*
8) *PROGRAM IDENTIFICATION section (heading only, **size 12,** major heading, see above)*
   blocked paragraphs (left alignment)
9) *Other sections (size 11, Open Sans, not bold)*
   indented paragraphs .50" from left margin (size 11, Open Sans)
   blank lines between paragraphs
10) *Text in numbered or bulleted list should align with text in .50" paragraph indent*
11) *Numbered list (like bulleted list) in the following format: 1., 2., 3., etc., with numbers (like*
    bullets) at .25" from left margin and blocked text at .50" from left margin
    Each numbered or bulleted item should have initial cap and end with a period.
12) *Numbered text (within a sentence) in the following format: (1), (2), (3), etc.*
13) ***Table 1:** (size 11, Open Sans, bold)*
    (table itself is size 11, Open Sans, not bold)
    Graduating Students (last row)—If not visible, move line to adjust column width
    between first 2 columns. Align all numbers (as if adding numbers to get a total).
14) ***Table 2:** (size 11, Open Sans, bold)*
    (table itself is size 11, Open Sans, not bold)
    (if text in table seems too large or has too many pages, adjust to size 10)
    (check for appropriate page/section breaks when completing final documents)
    *Total Credits (last row) (bold), e.g., **Total Credits 120 Credits***
15) *JUSTIFICATION section (heading only, **size 12,** major heading, see above)*
    text has much copying and pasting from other sources, resulting in errors:
    (1) spacing errors between letters or words (turn on paragraph codes and
    look for small circles in text) (to fix: delete small circles or retype text), (2)
    incorrect font type or font size, (3) too much capitalization (change initial

caps to lower case letters in many instances, e.g., job fields or titles, areas of study, and degree specializations).

16) *Capitalization (do not overuse capital letters)*

Often it is preferable to use lower case. For example, with degree programs, capitalize if the actual name of the degree is spelled out. In other instances, use the following as guide: Legal Studies program (note: program is not capitalized).

Other examples: University's mission (change to university's), state of Wisconsin

17) *Hyphenated words*

The following words are typically not hyphenated: nonresident, nontraditional, postsecondary, multidisciplinary, interdisciplinary

18) *Subjective words*

Omit the use of subjective adjectives, such as successful, robust, prudent, etc.

Omit the use of "we" and "our" (use the university, the institution, its, etc.)

Omit the use of "I" and "my"

19) *Acronyms*

Be sure to spell out words, followed by its acronym, when used the first time. Afterwards, it is acceptable to use the acronym.

However, some are acceptable acronyms without spelling them out, such as GPA, GRE. United States is usually abbreviated as U.S. (with periods), also degrees, such as B.S. (with periods) for Bachelor of Science.

20) *For consistency, use % for percent, per credit for /credit, and Year 1 for year one. For academic years, use this format: 2020-21.*

21) *Dashes between words (no single hyphen, no spacing):*

e.g., dashes—no hyphen/no spacing—between words

22) *Text in numbered or bulleted list should align with text in paragraph indent*

indent bullet .25" from left margin

indent text in bulleted list .50" from left margin (same as paragraph indent)

23) *Footnotes*

consistent in formatting within a document

no end punctuation

24) *Except as noted above, document should be single-spaced in **size 11,** Open Sans. Any footnotes in the document should be single-spaced in **size 10,** Open Sans.*