December 1, 2015

TO: Sarah Mangelsdorf, Provost
FROM: John Karl Scholz, Dean, L&S  
Kathryn VandenBosch, Dean, CALS

RE: Request to Discontinue Named Option: Biology Major, Neurobiology Option

CC: Nikki Bollig, Assistant Dean, CALS  
Donna Fernandez, Professor of Botany and Co-Chair, Biology Major  
Heidi Goodrich-Blair, Professor of Bacteriology and Co-chair, Biology Major  
Jeff Hardin, Professor and Chair, Zoology  
Kelley Harris-Johnson, Biology Major Student Services Program Manager  
Stephen Johnson, Professor of Veterinary Medicine  
Elaine Klein, Assistant Dean for Academic Planning, L&S  
Jocelyn Milner, Associate Provost and Director, Academic Planning and Analysis  
Scott Owczarek, Registrar  
Sarah Pfatteicher, Associate Dean for Academic Affairs, CALS  
Wren Singer, Interim Associate Dean for Student Academic Affairs, L&S  
Nancy Westphal-Johnson, Associate Dean for Academic Administration  
Eric Wilcots, Associate Dean for the Natural and Mathematical Sciences, L&S

On December 1, 2015, the L&S and CALS Academic Planning Councils each considered the attached request to formally discontinue one of the options offered under the Biology Major shared by our colleges. The councils noted that their prior approval of the request to implement the new undergraduate L&S major in Neurobiology presumed that the Neurobiology Option under the Biology Major would be discontinued once the new major became available. The attached memo outlines the plan for suspending admission to the Neurobiology Option, transitioning students (if appropriate) into the Neurobiology Major, and in time, discontinuing the option.

If you have questions or concerns, please feel free to contact Associate Dean Pfatteicher or Assistant Dean Klein.
25 November 2015

TO: L&S and CALS Academic Planning Councils

FROM: Elaine M. Klein, Assistant Dean for Academic Planning, L&S
Sarah Pfatteicher, Associate Dean for Academic Affairs, CALS

RE: Request to Discontinue Named Option Biology Major, Neurobiology Option

CC: Nikki Bollig, Assistant Dean, CALS Academic Affairs
Donna Fernandez, Professor of Botany and Co-chair
Heidi Goodrich-Blair, Professor of Bacteriology and Co-chair
Jeff Hardin, Professor and Chair
Kelley Harris-Johnson, Biology Major Student Services Program Manager
Stephen Johnson, Professor of Veterinary Medicine
Jocelyn Milner, Associate Provost and Director, Academic Planning and Analysis
Scott Owczarek, Registrar
Wren Singer, Interim Associate Dean for Student Academic Affairs, L&S
Nancy Westphal-Johnson, Associate Dean for Academic Administration
Eric Wilcots, Associate Dean for the Natural and Mathematical Sciences, L&S

RE: Plan for Suspension of Admission to and Discontinuation of the Biology Major: Neurobiology Option

We ask the Academic Planning Councils of the Colleges of Agricultural and Life Sciences and of Letters and Science to consider the following plan to discontinue a named option in the undergraduate major in Biology (major code 112 NB), which is shared by the two colleges. This option is available in combination with the L&S Bachelor of Arts and Bachelor of Science, and CALS Bachelor of Science degrees. With the approval of the new L&S undergraduate major in Neurobiology, the corresponding Biology Major option may be discontinued, since UW-Madison undergraduates interested in Neurobiology will be able to complete the new program. Indeed, the new major was developed with the intent that the option would be discontinued as a result, and the discontinuation of the option per the procedure outlined below has been reviewed and approved by the co-chairs of the Biology Major Program Committee (Professors Fernandez and Goodrich-Blair).

Because the Neurobiology Option will be implemented in Fall 2016, and was designed with a smooth transition in mind, we believe we may effect this discontinuation with very little disruption for students. The first term in which students may declare, enroll in and graduate with the Neurobiology major is Fall 2016. Because the new program aligns very closely with the current option, many L&S students and some CALS students will be able to transfer from the option into the major. A Degree Audit “What if?”
program (available Spring 2016) will help students and their advisors plan a course of action that not only helps students complete an excellent program in Neurobiology (whether option or major), but which also keeps them on track to graduate in a timely way. Until students are able to declare the new major, our colleagues who work with the Biology Major agree that the Neurobiology Option may serve as an interim program for them to declare, from which they will transfer when they can declare the major. This interim declaration will help ensure that these students have access to appropriate advising and all of the support students gain from declaring a major. We greatly appreciate this service they are providing to our students.

Approval of the discontinuation of the Neurobiology Option was a component of the proposal to implement the Neurobiology Major; that proposal was approved by the Neurobiology Program Committee, the Biology Major Program Committee, and by the L&S and CALS Academic Planning Councils. This more detailed discussion of implementation details was prepared in consultation with the program committees and the Provost’s Office, for consideration by the colleges’ Academic Planning Councils.
Plan for Suspension of Admission to and Discontinuation of the Biology Major: Neurobiology Option

- **Suspend admission to the Neurobiology Option, effective Spring 2016.** Spring 2016 will be the final term for declaration and should ensure that there is no period in which students may not declare a program in Neurobiology. Some students who declare the Option will later drop the named option and declare the major; however, other students are likely to have enough semesters of coursework completed that it will be to their advantage to complete the named option. Therefore, all students who declare the Neurobiology Option prior to or during Spring 2016 will be allowed to complete the program if they do so by the discontinuation date for the program (see below). Courses used for the Neurobiology major will also serve students in the Option.

- **Discontinue the Neurobiology Option, effective Summer 2019.** Given that most students who complete the Biology Major do so with an average 4 year time to degree, we anticipate that students in the Neurobiology Option will complete the program by Summer 2019, which will be the last term in which a student may be awarded the Neurobiology named option.

- **Readmission to L&S or CALS Biology Major.** Neurobiology Option students who may have stopped out of the university prior to or during Summer 2019, and who later seek permission to be readmitted, may be admitted to the College in which they were last enrolled. Re-entry procedures for campus dictate that students whose programs have been discontinued during their absence (and who would otherwise have been permitted to continue when they were last enrolled) should be readmitted to the college from which they left, and placed in a program with a special code to indicate that they must consult with their academic dean in order to move to a new major. In the case of Neurobiology Option students, their most likely new program will be the Biology Major but not into the Neurobiology option.