Guidance on Named Options

Definition: Overall, a named option is considered a submajor within a major. Various types of named options are listed below. In all cases, the named option is NOT a new degree or major.

1. **Part-time/Full-time:** Existing major, but named option provides mechanism to track/denote whether the program is part-time or full-time.
   
   Current Example on Diploma: Master of Social Work
   Current Example on Transcript: Master of Social Work
   Major: Social Work
   Options: Part Time MSW Eau Claire
           Part Time MSW Madison

2. **Location:** Existing major, but named option provides mechanism to track/denote the program at a different location or in collaboration with another campus.

   Current Example on Diploma: Master of Science-Educational Leadership and Policy Analysis
   Current Example on Transcript: Master of Science-Educational Leadership and Policy Analysis
   Major: Educational Leadership and Policy Analysis
   Options: Cooperative Program with UW-Oshkosh
           Cooperative Program with UW-Whitewater

3. **Distance:** Existing major, but named option(s) provides mechanism to track distance education programs vs campus programs (note: in addition to these guidelines, new distance programs may also need to meet the campus guidelines for distance education proposals)

   Current Example on Diploma: Master of Science-Educational Psychology
   Current Example on Transcript: Master of Science-Educational Psychology
   Major: Educational Psychology
   Option: Professional Educator (MSPE)
   (web-based in fall/spring while face-to-face in summer)

4. **Connected to Base Major:** Existing major, but named option provides mechanism to track/denote an area of emphasis within the major while still retaining the integrity of the original major (or core curriculum).

   Current Example on Diploma: Master of Science-Statistics
   Current Example on Transcript: Master of Science-Statistics
   Major: Statistics
   Option: Biostatistics

5. **Separate from Base Major:** Uses an existing major as the “home” of the named option. However, while the proposed named option is related to the major/discipline, the named option reflects something separate or unique from the original major (there is no common core or even overlap of curriculum).

   Current Example on Diploma: Doctor of Philosophy
   Current Example on Transcript: Doctor of Philosophy
   Major: Human Ecology
   Option: Civil Society and Community Research
6. **Hybrid:** A combination of one or more of the types listed above.

Current Example on Diploma: Doctor of Philosophy  
Current Example on Transcript: Doctor of Philosophy  
Major: Art History  
Option: Architectural History  
(connected to base major and UW-Milwaukee collaboration)

**Guidelines for Proposal:** Proposals may not include all of these areas, but likely will include most. The preponderance of evidence/support required of a proposal will vary based on the type of named option. Various types of named options are listed above in ascending order (least preponderance to greatest).

1. Short Summary/Overview  
2. Background/Rationale  
3. Redesign of Program/Name of Program and Implementation  
4. Table: current degree vs. proposed options  
5. Administrative Structure and Governance  
6. Admissions and Degree Requirements  
7. Table: Current vs. proposed curriculum  
8. Collaborations/Partnerships  
9. Demand/Enrollment Projections  
10. Faculty  
11. Table: List of Faculty  
12. Financial Support  
13. Budget Implications (Cost-recovery budget, if applicable)  
14. Overlap with other Programs  
15. Assessment and Program Review Plan  
16. Summary  
17. Relevant Appendices  
18. Letters of support from the Executive Committees or Departments of associated/sponsoring programs (signaling no objection from programs that have potential or perceived overlap)  
19. Letters of support from the Dean and School/College APCs of associated programs

**Approval Process:** Proposals should be submitted electronically as a single PDF at least 3 weeks in advance of the governing body’s next meeting (earlier to ensure inclusion on appropriate agenda).

- Dean and School/College APCs -- Formal Approval Required  
- Graduate Faculty Executive Committee (GFEC) -- Formal Approval Required *(attendance by a program representative generally only required for named option proposals that are separate from the base major)*  
- University Academic Planning Council (UAPC) -- Formal Action, Automatic Consent  
- System Admin/Board of Regents -- Information Only

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