

UW-Madison Academic Program Approval Overview

Policy number	Action A=Formal Approval Required A(AC)=Formal Action, Automatic Consent Agenda IO=Information Only	UW-Madison				UW-System					HLC
		Dean(s) and School/ College APC's	Graduate Faculty Executive Committee (GFEC)	University Academic Planning Council (UAPC)	Faculty Senate Action	Timetable for System Admin Action	SYS 102 Section	System Admin Action	Board of Regent Action	System Format	HLC Action
1100	Establish or Alter the Institutional Mission	.	.	A	A	.	9	A	A	Written request	A
1200	Establish a College / School / Division (1)	A	.	A	A	12+ weeks	8.2	A	A	Written request	
1210	Rename or Eliminate a College / School / Division (1)	A	.	A	A	12+ weeks	8.3	A	A	Written request	
2100	Establish New Academic Programs: Approval to Plan (2)					Anytime	2.2	A	IO	Written Notice of Intent	
	Graduate program only	A	A	A	.						
	Undergraduate or Professional* program	A	.	A	.						
2110	Establish New Academic Programs: Degree Authorization (2)					8+ weeks	2.3	A	A	Written Authorization Proposal	
	Graduate program only	A	A	A	.						
	Undergraduate or Professional* program	A	.	A	.						
2120	Establish New Academic Programs: Implementation	4+ weeks	2.4	IO	IO	Memo with Date	
2200	Change the academic/administrative home of a degree/major					Anytime		IO	IO	Written notification	
	Graduate program only	A	A	A(AC)	.						
	Undergraduate or Professional* program	A	.	A	.						
2300	Discontinue a Degree/Major					4+ weeks	3.4	IO	IO	Notification memo to afgp@uwsa.edu	
	Graduate program only	A	A	A(AC)	.						
	Undergraduate or Professional* program	A	.	A	.						
2500	Rename a Degree/Major					4+ weeks	3.2.1	IO	IO	Notification memo to afgp@uwsa.edu	
	Graduate program only	A	A	A(AC)	.						
	Undergraduate or Professional* program	A	.	A	.						
2510	Substantially Redirect a Degree/Major: ≥50% curricular change					4+ weeks	3.2.2	IO	IO	Notification memo to afgp@uwsa.edu	
	Graduate program only	A	A	A(AC)	.						
	Undergraduate or Professional* program	A	.	A	.						
2520	Substantially Redirect a Degree/Major: start term or require summer term										
	Graduate program only	A	A	A(AC)	.						
	Undergraduate or Professional* program	A	.	A	.						
2530	Change CIP Code					4+ weeks	3.2.2	IO	IO	Notification memo to afgp@uwsa.edu	
	Graduate program only	A	A	A(AC)	.						
	Undergraduate or Professional* program	A	.	A	.						
2400	Suspend Admissions to a Degree/Major					4+ weeks	3.3	IO	IO	Notification memo to afgp@uwsa.edu	
	Graduate program only	A	A	A(AC)	.						
	Undergraduate or Professional* program	A	.	A	.						
2410	Reinstate Admissions to Suspend Degree/Major (within 5 years of suspension)					4+ weeks	3.3.3	IO	IO	Notification memo to afgp@uwsa.edu	
	Graduate program only	A	A	A(AC)	.						
	Undergraduate or Professional* program	A	.	A	.						
2420	Change Admit Status: Admitting to Non-admitting										
	Masters program only	A	A	A(AC)	.						

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2430	Change Admit Status: Non-admitting to Admitting Masters program only	A	A	A(AC)	.						
2600	Existing face to face degree/major program changed to distance (>50% & <100% online) Graduate program only Undergraduate or Professional* program	A A	A .	A(AC) A	.	4+ weeks	3.5.3	IO	IO	Written notice	IO
2610	Existing face to face degree/major program changed to distance (100% online) or vice versa or vice versa Graduate program only Undergraduate or Professional* program	A A	A .	A(AC) A	.	12+ weeks	3.5.2 and 3.5.4	IO	IO	Written notice	IO
2620	Establish direct assessment competency-based delivery for an academic degree program Graduate program only Undergraduate or Professional* program	A A	A .	A A	.	12+ weeks	3.6	A	IO	Written proposal to all UW's	A
2630	Restructure or discontinue direct assessment competency-based delivery from an academic degree program Graduate program only Undergraduate or Professional* program	A A	A .	A A	.	12+ weeks		A	IO	Written notification	IO
2640	Existing degree/major program extended to an off-campus physical location in Wisconsin Graduate program only Undergraduate or Professional* program	A A	IO .	A A	.	12+ weeks	3.7.1	A	IO	Written notification to all UW's	A
2650	Existing degree/major program extended to an off-campus physical location outside WI, in USA Graduate program only Undergraduate or Professional* program	A A	IO .	A A	.	4+ weeks	3.7.2	IO	IO	Written notification to all UW's	A
2700	Establish a new collaborative or consortial academic degree program Graduate program only Undergraduate or Professional* program	A A	A .	A A	.	8+ weeks	5	A	A	Written proposal to all UW's & HLC	A
2710	Restructure or discontinue a collaborative or consortial academic degree program Graduate program only Undergraduate or Professional* program	A A	A .	A A	.	8+ weeks	5	A	A	Written proposal	IO
2100, 2110, 2120	Elevate named option within a major to a stand-alone major (use process for new major) Graduate program only Undergraduate or Professional* program	A A	A .	A A	.	Anytime		A	A	New Program Process	
3100	Establish a Named Option within a Degree/Major Graduate program only Undergraduate or Professional* program	A A	A .	A(AC) A	.					May require written notification/approval if distance or substantial redirection.	
3500	Rename or Restructure a Named Option Graduate program only Undergraduate or Professional* program	A A	A .	A(AC) A	.					May require written notification/approval if distance or substantial redirection.	

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3300	Discontinue a Named Option Graduate program only Undergraduate or Professional* program	A A	A .	A(AC) A	May require written notification/approval if distance or substantial redirection.	
3400	Suspend or Reinstate Admissions to a Named Option Graduate program only Undergraduate or Professional* program	A A	A .	A(AC) A	May require written notification/approval if distance or substantial redirection.	
4100	Establish a new Certificate Program (3) Capstone or graduate/professional certificate Undergraduate certificate	A A	A .	A (AC) A		
4200	Change Academic/Administrative Home of a Certificate Program (3) Capstone or graduate/professional certificate Undergraduate certificate	A A	A .	A(AC) A		
4500	Rename a Certificate Program (3) Capstone or graduate/professional certificate Undergraduate certificate	A A	A .	A(AC) A		
4400	Suspend or Reinstate Admissions a Certificate Program (3) Capstone or graduate/professional certificate Undergraduate certificate	A A	A .	A(AC) A		
4300	Discontinue a Certificate Program (3) Capstone or graduate/professional certificate Undergraduate certificate	A A	A .	A(AC) A		
5600	Establish or Change a Contractual Agreement for Instruction Graduate programs only Undergraduate and Professional* programs	A A	A .	A(AC) A		A
5610	Discontinue a Contractual Agreement for Instruction	A	.	A(AC)		IO
1300	Establish, Rename, Restructure or Eliminate a Department	A	IO	A	Report and Discuss	Written notification to OPAR only	
5100	Establish a Course Subject Listing (4)	A	.	A	Written notification to OPAR only	
5200	Change the Academic/Administrative Home of a Course Subject Listing (4)	A	.	A	Written notification to OPAR only	
5500	Rename a Course Subject Listing (4)	A	.	A	Written notification to OPAR only	
5300	Discontinue a Course Subject Listing (4)	A	.	A	Written notification to OPAR only	
6100	Establish a Center or Institute	A	IO or A	A		
6500	Rename, Restructure, or Discontinue a Center or Institute	A	IO or A	A(AC)		

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7200	Five-Year First Review Graduate program only Undergraduate or Professional* program	A A	A .	A A	. .	Summer reports	6.1.1	IO	IO	Written report	
7100	Regular (10 year) Program Review Graduate program only Undergraduate or Professional* program	A A	A .	IO IO	. .	Summer reports	6.1.2	IO	IO	Written report	
7300	Low Award Program Review Graduate program only Undergraduate or Professional* program	A A	IO .	IO IO	. .	Summer reports	6.3	IO	IO	Written report	
7410	General Education Change	.	.	A	.	20 working days	6.1.4	IO		Written notification to UWSA/APEI	
7400	General Education Review	.	.	A	.	Summer reports	6.1.4	IO	IO	Written report	
2720	Transfer Articulation Agreements	.	.	A	.		5.5	A	.	Written proposal	
8540	Degree/Major Curricular Change <50% Graduate program only Undergraduate or Professional* program	A A						
8550	Change Degree/Major Learning Outcomes Graduate program only Undergraduate or Professional* program	A A						
9200	Report of Institutional Program Reviews Graduate program only Undergraduate or Professional* program	A A	A .	IO IO	. .	Summer reports	7	IO	IO	Written report	
9300	Report of External Accreditation Reviews	A	.	IO	.	Summer reports	6.1.3	IO	IO	Written report	IO
9100	UAPC Annual Report to Faculty Senate	.	.	IO	A						

This document provides a general overview informed by UWSA Policy SYS102 (formerly ACIS 1.0) effective July 1, 2016. Specifics may vary depending on circumstances.

* Professional programs include Law (JD), Medicine (MD), Pharmacy (PharmD), and Veterinary Medicine (DVM), Doctor of Physical Therapy (DPT), Doctor of Nursing Practice (DNP) and Doctor of Audiology (AuD), which are defined as clinical/professional doctorates by the US Dept of Education.

1 = Section 36.09(1)(gm) of the State of Wisconsin Statutes applies to creation of some schools or colleges. Also requires University Committee approval as specified by Faculty Policies and Procedures, 3.01D.

2 = For specific formats and instructions see <http://apir.wisc.edu/uapc.htm> , Academic Planning and Institutional Research, Office of the Provost.

3 = Non-credit certificates do not require these approvals

4 = To create, eliminate, or modify courses see <http://www.apir.wisc.edu/courses.htm>.

Revised Nov 2016 SK/APIR