

Notice of Intent Requirements – New Degree/Major Programs

See full guidelines for a new degree/major program at:

http://apir.wisc.edu/uapc/Guidelines_newmajorsdegrees_Dec.21.2012.F.pdf

1. Department/program faculty members prepare a brief "Notice of Intent" that they are planning a new program. This step, and the format is required by UW System and Board of Regent policy. The Notice of Intent should include the following elements:
 - a. Specify the name of proposed degree/major, departmental or unit home, school/college. Specify the mode of delivery. If the program has an academic home that is not a regular academic department, then also describe how the program will be governed.
 - b. Provide a clear and focused explanation of how the proposed program fits with the institutional mission, the University's strategic directions, and the program array. In other words, why is this program an important offering for UW-Madison?
 - c. What is the need for the program, in the context of existing programs at UW-Madison and System-wide? Include accurate information on programs at other UWs. Include data on student demand and market demand for graduates. If this is an emerging field, explain how it will be important in the future.
 - d. Provide a brief description of the program. All of the curricular details do not need to be worked out at this stage but a general outline of what is intended is helpful.
 - e. Describe the resources requirements of the program. If it will be supported from reallocation or existing resources, provide a summary explanation. If unusual resources, such as program-revenue, will support this program provide a description and summary business plan. (The vice chancellor for administration will review the proposal before it is advanced to the UAPC and will approve any resource considerations).
 - f. Provide a list of the program faculty who are central to the planning process and who will participate in the program when it is implemented. For graduate programs that will include a thesis or major project, this list should include faculty who are likely to be major professors in the new program.
 - g. Attach letters of support or concurrence from departments, schools, and colleges that are contributing courses to the program; units that will have an interest in the program; or units that may offer existing programs that potentially overlap with the proposed program in name or content. It is especially important to include letters from units outside the home school/college.

Items (a) through (d) are required for the System Admin Notice of Intent process; this information should not exceed 2 pages and it should be readily separable from the other elements and serve as a stand-alone document. The full document is needed for UW-Madison governance.

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March 2014; Revised April 2015