

## Academic Program Reporting Overview

This table describes the various academic program actions that require approval or reporting. Institutions are expected to consult with each other and with UW System Administration at appropriate points in the process of developing and implementing all new academic programs.

NOTE: All submissions should be directed to the UW System Associate Vice President, Academic and Student Services. All “I” items will be reported to the Board of Regents annually or upon request.

Institutional Action	System Admin Action	Board of Regents Action	Required Documentation
1. Establish New Academic Programs:			
a. Preliminary Entitlement	A	I	Memo requesting Entitlement to Plan
b. Authorization to Implement	A	A	Proposal for Authorization to Implement New Program and Executive Summary
c. Implementation	I	I	Memo stating date of Implementation
d. Joint Review	A	I	Report and Recommendation
2. Offer an Existing Degree Program via Distance Education <sup>1</sup>	A	I	Written request
3. Establish or Alter the Institutional Mission	A	A	Written request
4. Extend Degree Program to a Second Institution	A	I	Written request
5. Extend Degree Program to a Remote Site <sup>1</sup>	A	I	Written request
6. Establish a College/School/Division <sup>2</sup>	A	A	Written request
7. Rename or Eliminate a College/School/Division <sup>1</sup>	I	I	Written notification, included in the Annual Program Report
8. Redirect Major/Degree Substantively	A	I	Written request
9. Establish, Rename or Eliminate a Department	I	I	Written notification, included in the Annual Program Report
10. Establish, Rename or Eliminate a Center or Institute <sup>3</sup>	I	I	Written notification, included in the Annual Program Report

Institutional Action	System Admin Action	Board of Regents Action	Required Documentation
11. Eliminate a Degree/Major/Submajor	I	I	Written notification, included in the Annual Program Report
12. Rename Major/Degree/Submajor	I	I	Written notification, included in the Annual Program Report
13. Establish Submajor or Certification Program	I	I	Written notification, included in the Annual Program Report
14. Review General Education Program	I	I	Report to coincide with NCA/HLC re-accreditation review
15. Report on Institutional Program Review	I	I	Summaries due July 1 of each year

A=Approval Required

I=Information Only

<sup>1</sup>=May submit "Evaluating Institutional Change" document required by the Higher Learning Commission

<sup>2</sup>=Section 36.09 (1)(gm), *Wis. Stats.*, applies to creation of some schools or colleges

<sup>3</sup>=Only when state funds are involved initially or as a commitment for continuing the center or institute