

**Recommendation of the University Committee to Revise UWM Faculty Document
2237 (S-0.5) Academic Approval Matrix**

RATIONALE:

The Academic Approval Matrix guides the faculty and administration in the creation of undergraduate and graduate courses and degrees, the establishment and elimination of schools and colleges, departments and programs of study, etc.

The proposed revision to the Academic Approval Matrix reflects changes necessitated by changes made in UW System policies and procedures regarding establishing degrees and majors.

Until recently, an Entitlement to Plan a degree/major required an extensive description of the proposed degree, curriculum, courses, faculty resources, and budgetary concerns. This is no longer the case. At present, an Entitlement to Plan (ETP) is a maximum 4-5 page proposal that briefly outlines the:

- i. Need
- ii. General learning outcomes and overview of curriculum
- iii. Relation to Institutional Mission
- iv. Relation to Other UW System Programs
- v. Unusual resources

Once an Entitlement to Plan is approved the faculty then develop a Request for Authorization to Implement document. This document is extremely detailed and provides information on:

- i. Degree requirements
- ii. Courses
- iii. Faculty and facility resources
- iv. Budget
- v. Implementation timelines

At present our Academic Approval Matrix does not differentiate the two processes and therefore both the Entitlement to Plan and Authorization to Implement are vetted through the same approval matrix.

Department Course and Curriculum >> School/College APCC >> UWM Academic Affairs >> Academic Deans >> APBC >> UWM Undergraduate APCC (or Graduate C&C >> UWM Graduate Faculty Committee) >> Faculty Senate (as automatic consent) >> Provost >> Chancellor >> UW System >> and Authorization to Implement also goes >> UW Board of Regents

University of Wisconsin – Milwaukee Faculty Document No. 2237, April 30, 2000

Revised, March 15, 2001

Revised 2, April 17, 2008

Revised 3, December 18, 2008

The opinion of the University Committee is that this routing redundancy is wasteful of both time and energy particularly given the brevity of detailed information in the Entitlement to Plan.

Therefore the University Committee offers the following proposed changes. These changes only concern the Entitlement to Plan processes that take place on our campus. The review processes associated with the Authorization to Implement process would remain unchanged.

The proposed changes would result in the Entitlement to Plan process using the following review matrix:

Department Course and Curriculum >> School/College APCC >> UWM Academic Affairs >> Academic Deans >> APBC (information only) >> UWM Undergraduate APCC (or Graduate C&C >> UWM Graduate Faculty Committee (information only) >> Faculty Senate ((information only) >> Provost >> Chancellor >> UW System.

The University Committee is of the opinion that this change would make the Entitlement to Plan more efficient without sacrificing quality assurance.

UWM University Committee

Cindy Walker, Chair

Lee Ann Garrison

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UW MILWAUKEE - ACADEMIC APPROVAL MATRIX

No: S-0.5

Authority: *UWM Policies and Procedures* and
 UWM Administration and Faculty
 Document #2237 Revised 2

Date: Revised April 17, 2008
 March 15, 2001
 April 20, 2000

Academic Actions	UNDERGRADUATE APPROVAL LEVEL								
	Department or Equivalent	School or College ^(a)	Academic Program & Curriculum Committee	Graduate Faculty Committee ^(g)	Faculty Senate	Provost	Chancellor	UW System ^(b)	Board of Regents ^(b)
Request Entitlement to Plan degree or major	Y	Y ^(d)	I	NA	I	Y	Y	Y	N
Request Authorization to Implement degree or major	Y	Y ^(d,e)	Y	NA	Y ^(h)	Y	Y	Y	Y
Establish submajor ^(c) or certificate program	Y	Y ^(d)	Y	NA	N	Y	I	I	I
Establish cooperative program with another UWS unit	Y	Y ^(e)	Y	NA	Y ^(h)	Y	I	Y	I
Establish an off-site offering on an existing degree or certificate program	Y	Y ^(e)	I	NA	N	Y	I	Y ^(f)	I
Rename degree or major	Y	Y ^(d)	Y	NA	Y ^(h)	Y	Y	I	I
Change in degree or major or change or rename submajor, or certificate program requirements	Y	Y	Y	NA	N	Y	I	I	I
Add, change or drop course	Y	Y	Y	NA	N	N	N	N	N
Drop degree or major	Y	Y	Y	NA	Y ^(h)	Y	Y	I	I
Drop submajor or certificate program	Y	Y	Y	NA	N	Y	I	I	I

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CODE: Y = Approval Required N = Approval Not Required I = Information Only
NA = Not Applicable

Academic Actions	GRADUATE AND POST BACCALAUREATE ^(g) APPROVAL LEVEL								
	Department or Equivalent	School or College ^(a)	Academic Program & Curriculum Committee	Graduate Faculty Committee	Faculty Senate	Provost	Chancellor	UW System ^(b)	Board of Regents ^(b)
Request Entitlement to Plan degree	Y	Y ^(d)	NA	I	I	Y	Y	Y	N
Request Authorization to Implement degree	Y	Y ^(d,e)	NA	Y	Y ^(h)	Y	Y	Y	Y
Establish submajor ^(c) or certificate program	Y	Y ^(d)	NA	Y	N	Y	I	I	I
Establish cooperative program with another UWS unit	Y	Y ^(e)	NA	Y	Y ^(h)	Y	I	Y	I
Establish an off-site offering on an existing degree or certificate program	Y	Y ^(e)	NA	I	N	Y	I	Y ^(f)	I
Rename degree	Y	Y ^(d)	NA	Y	Y ^(h)	Y		I	I
Change in degree or change or rename major, submajor, or certificate program requirements	Y	Y	NA	Y	N	Y	I	I	I
Add, change or drop course	Y	Y	NA	Y	N	N	N	N	N
Drop degree	Y	Y	NA	Y	Y ^(h)	Y	Y	I	I
Drop submajor or certificate program	Y	Y	NA	Y	N	Y	I	I	I

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	ALL - CAMPUS APPROVAL LEVEL								
Academic Actions	Department or Equivalent	School or College ^(a)	Academic Program & Curriculum Committee	Graduate Faculty Committee	Faculty Senate	Provost	Chancellor	UW System ^(b)	Board of Regents ^(b)
Add, change, or drop curricular area	Y	Y	Y	Y	N	Y	N	I	N
Rename department	Y	Y	I	I	Y	Y	Y	I	I
Establish or eliminate department	NA	Y ^(d,e)		I	Y	Y	Y	I	I
Establish, school/college	NA	NA	I ^{(d,e)*}	I ^{(d,e)**}	Y	Y	Y	Y	Y
Rename, or eliminate a school/college	NA	^(d,e)	I	I	Y	Y	Y	Y	Y
Establish, rename, or eliminate a center or institute	NA	Y ^(d,e)	NA	NA	I	Y	Y	I	I

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- * assuming proposed school/college anticipates having undergraduate curriculum,
- ** assuming proposed school/college anticipates having graduate curriculum

Routing Sequence

- (a) School or college approval must involve approval of appropriate faculty bodies.
- (b) See ACIS-I revised for Timetable.
- (c) The UWM definition of “submajor” includes the following terms: minor, area of interest, specialization, area, concentration, emphasis, field, focus, option, sequence, and track.
- (d) Proposals will be circulated by Academic Affairs to all other schools/colleges with copies to the University Committee and allow 14 days for response. Evidence of solicitation and responses are required to accompany submission of proposals to APCC or Graduate Faculty Committee and when appropriate the Faculty Senate.
- (e) Proposals will be circulated by Academic Affairs to the Academic Planning and Budget Committee and allow 30 days for the APBC to review and comment. Evidence of consultation by APBC is required to accompany submission of proposals to APCC or Graduate Faculty Committee and when appropriate the Faculty Senate.
- (f) UW System approval required only to extend a degree program to a second institution.
- (g) At the discretion of the Graduate Faculty Committee, proposals relating to post-baccalaureate programs may be deferred to the APCC for action and/or recommendation.
- (h) These items will be provided to the Faculty Senate as automatic consent.

Developed from *UWS Academic Program Guidelines* (ACIS-I revised 11/95) and *UWM Policies and Procedures*