ACADEMIC APPROVAL MATRIX

No: S-0.5
Date: October 2016

Authority: Academic Program Planning, Review, and Approval (BOR Policy 4-12)
UW System Policy Statement on Academic Planning, Review and Approval
(Approved August 2012)
UW System ACIS 1.0(Revised April 2010)
UWM Faculty Document 2237
UWM SAAP 10.5: Centers/Institutes

Initiator: Provost

Responsible Party: Provost

I. Purpose
The purpose of this policy is to articulate the approvals needed for various academic
program and administrative actions at UWM and UW System levels. This policy only
applies to situations that would not result in faculty layoff or termination.

II. Policy
Academic program actions at the course, subprogram, and program levels are governed
by policies established by the Board of Regents and the faculty senate. As such, these
actions require review and approval by appropriate faculty bodies as well as by the UWM
administration. Approval of actions related to academic administrative structures are also
governed by various policies of the Regents and faculty senate. This policy sets forth the
reviews and approvals required at UWM and UW System for certain academic program
and administrative actions.

III. Definitions
Degree: Award conferred on a student upon successful completion of a prescribed set of
requirements including a course of study. Examples: Bachelor of Arts, Bachelor of
Science, Master of Business Administration, Master of Architecture, Doctor of
Philosophy.

Major: Academic discipline in which the student’s course of study is
focused/specialized. Typically, the major is housed in an academic department or
equivalent. Examples: Africology, English, Mechanical Engineering, Nursing. When
more than one department or equivalent is involved in offering the major, it is usually
referred to as an interdisciplinary major. Examples: Religious Studies, Women’s &
Gender Studies.
**Submajor:** A prescribed set of courses that a student pursuing a degree in a major can take that complements a major, or emphasizes a specialty within a major. UWM definition of submajor includes terms such as minor, area of interest, specialization, area, concentration, emphasis, field, focus, option, sequence, and track.

**Curricular area:** Subject area of a course offering.

**IV. Procedures**
The necessary approvals for various actions are noted in pages 3 and 4 of this policy. It is expected that schools and colleges will follow their established internal processes prior to forwarding the proposed actions to the appropriate campus level body. It is to be noted that some of the actions may also require approval of the Higher Learning Commission (HLC), which is UWM’s regional accrediting body, per prevailing HLC policies. Additionally, the procedures for approvals by the UW System and the Board of Regents are subject to System and Regent policies in effect. Individuals, programs, and departments should consult with the Provost’s office for the current System, Regent, and HLC requirements for approvals.

**V. Contact Information**
Dev Venugopalan, Vice Provost, Academic Affairs, Chapman Hall 240, dv@uwm.edu

**VI. Forms:**
Forms, templates, and procedures for the various academic actions can be obtained from http://uwm.edu/academicaffairs/facultystaff/academic-program/
<table>
<thead>
<tr>
<th>Academic Actions</th>
<th>Undergraduate Level</th>
<th>Graduate/Post-baccalaureate Level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Department or Equivalent</td>
<td>School or College</td>
</tr>
<tr>
<td>Pre-Authorization to plan new degree or major</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Authorization to implement new degree or major</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Establish submajor or certificate program</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Establish cooperative program with another UWS unit</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Establish an off-site offering on an existing degree or certificate program</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Rename degree or major</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Change in degree/major requirements, or rename or change submajor or certificate program requirements</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Add, change or drop course</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Drop degree or major</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Drop submajor or certificate program</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Add, change, or drop curricular area</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Change affecting all programs (e.g. establishing new admission requirements)</td>
<td>N</td>
<td>N</td>
</tr>
</tbody>
</table>

**Legend:** Y: Approval required; N: Approval not required; I: Information only; R: Review and comment.

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1 School or college approval must involve approval of appropriate faculty bodies within the school/college.
<table>
<thead>
<tr>
<th>Academic Actions</th>
<th>University Level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Department or Equivalent</td>
</tr>
<tr>
<td>Establish/eliminate school/college</td>
<td>N</td>
</tr>
<tr>
<td>Rename school/college</td>
<td>N</td>
</tr>
<tr>
<td>Restructure school/college</td>
<td>N</td>
</tr>
<tr>
<td>Establish/eliminate department</td>
<td>Y</td>
</tr>
<tr>
<td>Rename department</td>
<td>Y</td>
</tr>
<tr>
<td>Establish/eliminate center or institute</td>
<td>N</td>
</tr>
<tr>
<td>Rename center or institute</td>
<td>N</td>
</tr>
</tbody>
</table>

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2 Academic Affairs will also circulate proposals to all other schools/colleges, with copies to the University Committee, and allow 14 days for response. Evidence of such solicitation and any responses must accompany submission of proposals to APCC or Graduate Faculty Committee and when appropriate the Faculty Senate.

3 School or college approval must involve approval of appropriate faculty bodies within the school/college.

4 Academic Affairs will also circulate proposals to all other schools/colleges, with copies to the University Committee, and allow 14 days for response.
APPENDIX A:
Structuring of a School, College or Academic Department
Proposal Template

Template: Proposal to establish, substantially restructure, or eliminate a school/college or establish/eliminate a department (UWM PP 2.01(2) & PP 4.01(2))

Executive summary: In 250 words or less, provide a summary of the proposed restructuring; highlight the major features, justification & impact of the proposal.

I. Unit identification
   A. Title of school/college or department that is the object of proposed action
   B. Title and location of unit that is proposing the action

II. Nature of proposed action
   A. Establish new unit (impact on curricular codes)
   B. Substantially restructure unit
      1. Suspend portion of unit (nondepartmentalized; impact on curricular codes)
      2. Absorb into an existing unit (impact on curricular codes)
      3. Merge with another unit to create new unit, neither continues as is (impact on curricular code)
      4. Other
   C. Eliminate a unit entirely (impact on curricular code)
   D. Modification of departmental structure of unit (change between departmentalization and nondepartmentalization)

III. Timetable for proposed action
   A. Effective date
   B. Transitional period/plan
   C. Duration of change:
      1. action taken for a particular time frame; clear statement of steps to be taken when time frame has elapsed (continue in status as suspended, return to prior status)
      2. action in effect until further notice

IV. Impact of proposed action on academic programs
   A. Programmatic impact of proposed action
      1. Impact of proposed action on unit’s instructional programs: quality of certificate, minor, major, specialization, concentration, program by curricular code
      2. Impact of proposed action on scholarship, research, and creative activity in school/college, as it relates to campus mission and conception of urban doctoral research university
      3. Impact of proposed action on curricula in other programs, departments, and units
      4. Impact of proposed action on metro/regional, state, national/international programmatic needs, in light of existing programs and schools/colleges
      5. Other programmatic impact of proposed action (e.g., Advising, Outreach, Technology Utilization, Distance Education, Accreditation)
   B. Impact of proposed action on resource utilization in unit
      1. Current budget information for a unit and the financial impact of proposed action for first 2 years (e.g. Capital budget and resources, Operating budget (S/E), Reallocations: internal and external, Tuition/program revenue, extrainstructional budget, personnel budget)
2. Impact of proposed action on utilization of space, facilities, and infrastructure (e.g., Space: ASF, offices, instructional, Space and facilities for scholarship, research, and creative activity, Clinical facilities, Study facilities, Other facilities, infrastructure, and supplies/equipment)
3. Impact of proposed action on program support (e.g., Extramural research support, Other support for research, scholarly/creative activity)
4. Other financial/resource impact of proposed action

C. Impact of proposed action on personnel in unit
   1. Impact of proposed action on staffing, workload, and position descriptions in unit
   2. What is the impact on existing staff (will they be moved, terminated, how will the change impact their workload?)

D. Impact of proposed action on students
   1. Impact on students within the unit (e.g., Overall SCH/enrollment, Students pursuing course of study in unit)
   2. Impact on students outside the unit (courses needed for other majors etc.)
   3. Plan for how students will matriculate after change (alternatives being offered and timeline for existing students to graduate)

V. Plan for assessing proposed outcomes.

VI. Path through campus approval matrix

VII. New Bulletin Copy (provided by unit initiating action)

VIII. Comments from faculty/staff/administration of school/college that is the object of proposed action