**CIRCULATION OF PART A: REQUEST FOR AUTHORIZATION TO PLAN (Notice of Intent)**

The proposing university’s Office of the Provost sends the document to the UW System Administration Office of Academic Affairs ([oaa@uwsa.edu](mailto:oaa@uwsa.edu)) and to all UW System provosts and liaison via [pprnoticeofintent@uwsa.edu](mailto:pprnoticeofintent@uwsa.edu).

In the cover email, indicate if you are seeking the fast track or standard track approval to plan process.

* If the program is being considered for fast track approval, a staff member from the Office of Academic Affairs will contact you to schedule a consultation appointment with the AVP of OAA. UW universities will not circulate the document for comment.
* If the program is being considered for standard track approval, UW universities will circulate the document for comment and respond to you within the comment period indicated in SYS 102a.

**PART A: DOCUMENT ELEMENTS AND GUIDANCE**

**Request for Authorization to Plan (Notice of Intent)**

**Degree Type in Academic Program Name**

**University of Wisconsin-Institution Name**

**Submission Track**

Indicate whether or the proposed degree program is being submitted for [fast track](https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/policy-on-university-of-wisconsin-system-array-management-program-planning-delivery-review-and-reporting-2/new-academic-degree-programs-changes-to-academic-degree-programs-and-additional-sys-102-items/) consideration or the NOI standard-track. If fast track, note and incorporate fast track eligibility requirements outlined in SYS 102a.

**ABSTRACT**

In this section, please address the following elements.

Opening sentence: The University of Wisconsin (UW)-[Campus] proposes to establish a [Degree Type] [put acronym here] in [Academic Degree Program Name].

Provide the rationale for proposing the program e.g., elevation of a successful minor/concentration/emphasis to a full major, response to accreditation recommendations, part of a suite of programs in a distinctive area of the array, or a new distinct area of growth for the university.

Describe any distinctive tuition structures, such as service-based pricing.

Discuss careers and professional employment that students will be prepared to enter upon program completion

Provide a statement about demand by summarizing the demand data shared within the document.

**PROGRAM IDENTIFICATION**

**University Name**

**Title of Proposed Academic Program**

**Degree Designation(s)**

**Suggested Classification of Instructional Programs (CIP) Code**

**Mode of Delivery**

Indicate if this is a single institution or UW System Collaborative (HLC Consortial)

Indicate the program modality in which the program will be delivered

**Department or Functional Equivalent**

Indicate what department will house the proposed degree program.

**College, School, or Functional Equivalent**

Indicate what unit (College or School) will house the proposed degree program.

**Proposed Date of Authorization**

State when you hope to advance this program to the Board of Regent for authorization.

**Proposed Date of Implementation**

State the anticipated term and year for implementation after BOR approval

**PROGRAM INFORMATION**

**Rationale**

Discuss what factors prompted and supported planning the proposed program. Include relations to the university’s strategic initiative or academic program plan.

**Need as Suggested by Market Demand**

Describe the national, state, regional, and local market, workforce, and industry need for the proposed program, including relevant data.

Include studies conducted by the institution.

**Need as Suggested by Current Student Demand**

Describe the method used to project student demand for the program.

Discuss studies conducted and data that support and sustain student demand.

Discuss how approval of a new academic degree program will affect existing enrollments/demand for related programs.

**Overview of the Program**

Provide a general overview of the program and the curricular components, including a description of theanticipated number credits to degree. For undergraduate programs include general education credits.

Include information about any anticipated HIPS and other required learning experiences, including anticipated internships, clinical, or other program components.

**Projected Time to Degree**

Discuss projected time to degree. Please explain if timeline falls outside of standard progression timelines for the degree type.

**Accreditation**

Explain any applicable specialty accreditation requirements and review, if appropriate.

Note whether notice or additional approvals will be required from HLC.

**Institution and University of Wisconsin System Program Array**

Discuss the program in relation to your university’s academic program array.

Use the academic dashboards provided by OPAR to contextualize the program in relationship within the UW System array. Be sure to check the UW System array by CIP code as well as program title.

**Anticipated Resources**

Provide a description of existing or anticipated faculty and staff resources required to deliver the program.

Provide a description of existing or anticipated facility and capital equipment required to deliver the program.

**Additional Fast Track Elements (if submitted for fast track consideration)**

Indicate if the proposed program represents an elevation of a sub-major/sub-plan and/or how the proposed curriculum is current being offered at your university.

Affirm the proposed academic degree program will be offered within the university’s existing resource base or demonstrate capacity to fund the program on a self-supporting basis.

Affirm the proposed program will be delivered consistent with UW System, state, and federal guidelines and policies.