# Template for Pre-Authorization Proposals

(Note this document should be no more than 10 pages.)

1. **Notice of Intent**
2. **Abstract:** A description of the proposed program in 50 words or less.
3. **Program Identification:**
   1. Institution name
   2. Title of proposed program
   3. Degree/major designation
   4. Mode of delivery
   5. Single institution or collaboration
   6. Projected enrollment by year five of the program
   7. Tuition structure (i.e., standard tuition, differential tuition, etc.)
   8. Department or functional equivalent
   9. College, School, or functional equivalent
   10. Proposed date of implementation
4. **Introduction:**
   1. Why is the program being proposed? What is its relation to the institution’s mission?
   2. What evidence is there for demand for this program?
   3. How does the program represent emerging knowledge, or new directions in professions and disciplines?
5. **Description of Program:**
   1. Describe the general structure of the program, including:
      1. The ways in which the program fits into the institutional program array and academic plan, including positive and negative impacts of the program on existing programs
      2. The extent to which the program is duplicative of existing programs in the University of Wisconsin System
      3. The collaborative nature of the program, if appropriate, including community partners and specific institutional responsibilities
   2. Brief overview of program outcomes and curriculum
   3. Discussion of any need for external accreditation for program viability
   4. Resource needs for the program
   5. A letter of support from the Dean of the College in which the program is housed
6. **Memorandum of Understanding for Interdisciplinary Programs:** If the proposed program includes collaboration across departments, colleges, and/or campuses (or functional equivalents), a Memorandum of Understanding should be included.[[1]](#footnote-1)
   1. Identify the following individuals associated with the program.
      1. Main point of contact (director, advisor, or faculty)
7. If applicable, how would the possibility of release time for this individual be handled?  Indicate the conditions under which this position would be given release time (e.g., threshold numbers of students, advisees, classes, etc.).
   * 1. Individual responsible for coordinating assessment
     2. Points of contact for each participating department
   1. Specify a range for the number of students the participating departments are committed to serving as part of this program.
   2. Specify the intended offering pattern of any courses required for the program.
   3. Indicate how the workload for teaching any interdisciplinary courses as part of the program will be distributed.
   4. Indicate how credit for the number of students enrolled in the program will be distributed amongst participating departments.
   5. If applicable, describe how the participating departments will provide essential equipment and materials to the program. This is particularly important for any required courses.
   6. Identify the process by which this Memorandum of Understanding would be revised, if needed.

1. Other campuses in the UW-System require less information at the Pre-Authorization stage. Therefore, if the proposed program involves collaboration with other institutions, it is understood that all facets of this MOU may not be available during this stage. APC asks that the UW-L representative(s) complete as much of this MOU as possible. [↑](#footnote-ref-1)