**REQUEST FOR AUTHORIZATION TO IMPLEMENT A**

**COST RECOVERY PROGRAM AT UW-OSHKOSH**

Process in which to implement UW System Policies: [102](https://www.wisconsin.edu/program-planning/), [130](https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/programming-for-the-non-traditional-market-in-the-uw-system/), and [805](https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/tuition-and-fee-policies-for-credit-instruction/)

Program Manager:       Submission Date:

**ABSTRACT**

Include in the following paragraph:

* What is the degree type and major, licensure requirements, certification, etc?
* Why the unit is proposing to develop this new program?
	+ What is the College responding to which elicits the need for this program?
	+ You must include any enrollment and financial benefits of the program.
* What will the students gain out of this program?
* What is the goal of the program? What will graduates from this program take with them?
* How many credits will the program require? What is the credit structure and graduation requirements?

**PROGRAM IDENTIFICATION**

**Title of Proposed Program**

**Degree and Major or Certification Designations**

**Mode of Delivery**

[Please select your chosen mode of delivery: single institution, hybrid (combines face-to-face and online instruction), Collaborative, or Distance Education (online)].

**Projected Enrollments by Year Five**

[Provide information on anticipated enrollment of the program; by the end of year five how many students are expected to enroll in the program and graduate from the program.]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 1st Year | 2nd Year | 3rd Year | 4th Year | 5th Year |
| New Students Admitted |  |  |  |  |  |
| Continuing Students |  |  |  |  |  |
| **Total Enrollment:** |  |  |  |  |  |
|  |  |  |  |  |  |
| Graduating Students |  |  |  |  |  |

**Tuition Structure**

Explain the following:

* For students enrolled what is the tuition per credit?
	+ Is this standard tuition and fee rates or different?
		- If different, why?
* What is the total cost for the current academic year for a full time student enrolled in 12-18 credits per term?
	+ Break down tuition and fees (including Seg and Municipal Fees).
* What is the total cost for the current academic year for a part time student?
	+ Break down tuition and fees (including Seg and Municipal Fees).
* Will there be any course fees?
	+ Explain what they are for?
	+ Any special course fees must be approved prior to the new program request. Submit Special Course Fee requests to the Bursar per [UW System Policy 825](https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/special-course-fees/).
	+ Any online course fees need to be communicated to the Bursar prior to implementation of the new program.
* Reference any planned tuition increases and applicable costs the students will have to cover (textbooks, rentals, etc.)

**Department or Functional Equivalent**

The proposed program will reside within the department of . [If not residing in a department, say where it does instead – unit, college, center, institute, etc.]

[For collaborative or consortial degrees describe home institution for students and lead institution for HLC.]

**College, School or Functional Equivalent**

The proposed program will be housed within the College of .

[For collaborative or consortial degrees describe home college and sharing rules.]

**Proposed Date of Implementation**

[Provide the month and the year of implementation. Notate any special circumstances that would accelerate or delay implementation once approved. \*\*Note: Implementation will not occur until a semester after the University has received approval from UW System. Ensure you supply your proposals in a timely fashion in order to achieve the listed proposed implementation date.\*\*]

**INTRODUCTION**

**Rationale and Relation to Mission**

In this paragraph explain:

* Elements of the UW System and UW Oshkosh Mission and they aligns with the proposed program.
* Reasons why the unit decided to develop the degree. What were the factors? What is the impetus? History on campus? Was it the result of strategic or other planning?

**Need as Suggested by Current Student Demand**

In this paragraph explain:

* Method used to determine need
	+ Cite sources
	+ Evaluate the data gathered
* Is the demand sustainable?
* Will the approval of a new program affect existing demand for related majors?

**Need as Suggested by Market Demand**

In this paragraph explain:

* References of national, regional and state demand for such a program.
* Reference openings, retirements and projected growth in this area.
* Reference employer interest in new program ideas/desired skills.

[**Evidence is required.** Projections must be verifiable and reliable. Use at a minimum Wisconsin Department of Workforce Development and other data sets you have.]

**Emerging Knowledge and Advancing New Directions**

Optional but especially important if the program is so new or special that no data exist yet.

**Planned Marketing Strategy**

In this paragraph explain:

* Marketing objectives and metrics to define success.
* Establish a marketing plan and tactics that are tailored to your audience.

**DESCRIPTION OF PROGRAM**

**General Structure**

In this paragraph address:

* How many years/semesters/etc it will take for a student to complete the program.
* Admissions requirements for students.
	+ Include any prerequisites.
* Will there be any outside intern/practical/clinical work required?
	+ Who in the community will UW-Oshkosh need to work with to accomplish these practical requirements?
* What is the learning model?
* Who will teach these courses? Current faculty via overloads? Will this program require hiring of new faculty?

**Institutional Program Array**

In this paragraph explain:

* How this program will overlap with any other departments? Any collaboration opportunities?
* The impact of this program on other related departments or Colleges.
	+ Will this program cannibalize any current UW-Oshkosh students?
		- How will this be prevented?

**Other Programs within and outside the University of Wisconsin System**

In this paragraph explain:

* List any other institutions within UW System that provide programs such as the proposed.
	+ Describe how their majors differ from the proposed one.
* Explain the competitive environment outside of UW System; private Universities which offer the same program.
	+ How will ours be different?
* How will we maintain students if programs are offered elsewhere?

**Collaborative Nature of the Program**

In this paragraph address:

* Any collaborative efforts with other departments/colleges to make use of existing expertise or save on costs.
* Any collaborative efforts with other Universities to make use of existing expertise or save on costs.

**Diversity**

In this paragraph address:

* Describe how the curriculum, faculty, and the program advance inclusive excellence and equity in access, retention and degree completion, etc.
* You may also note any plans or strategic initiatives or enrollment plans at the institution that are closely linked with the development of the program.

**Student Learning Outcomes and Program Objectives**

In this paragraph explain:

* List all program learning outcomes
* List all program outcomes

**Assessment of Objectives**

In this paragraph:

* Describe all measures used to regularly assess and improve the program.
* Details regarding variety of assessments (national and home-grown).

**Program Curriculum**

In this paragraph explain:

* Minimum credits to earn a degree in this program.
	+ How many are core classes and how many are electives?
* List scores, admissions requirements, TOEFL, etc.
* If a Cohort set-up, provide the breakdown, by semester, of classes and credits.
* You can also utilize a table to show course names, credits, etc.

**Projected Time to Degree**

In this paragraph explain:

* Part-time and full-time anticipated time to complete the degree.

**Program Review Process**

List any review, self-assessment plans or milestones for the program.

**Institutional Review**

List and Governance committees, academic planning council reviews, etc., types of reports and self-studies required.

**Accreditation**

In this section, describe requirements of any applicable accreditation at any level.

**Barriers to Exit**

In this section, describe any barriers or costs to ending the proposed program.

**Space Needs**

In this section, describe what space needs will be required to run this program. Will there be a need for additional classrooms, lease needs for off-campus buildings, updates or renovations to current facilities?

**Budget**

A five-year budget workbook will be attached with submission.

Complete the attached 5-year budget workbook.

* Choose which model to use; Cohort on/off site or Per Credit on/off site.
	+ Each Model is attached to a System Summary tab that also needs to be completed (see colors showing model and corresponding System document).
* Only complete the shaded yellow cells for chosen model and UW System Summary; all other cells are locked and include a formula.
* Fringe benefit percentages come from the UW System Preliminary Program Revenue Budget Building Cost Factors and Timeline memo. These percentages will be updated yearly for accuracy.
* All values in the model will generate financial formulas to aid in the decision process. Please see the Standard Work tab of the Budget Workbook for a description of the formulas.