

Development of New Post-Baccalaureate Programs

Use the following worksheet to sketch out the type of program you would like to propose. Once you have completed the checklist, contact Jocelyn Milner in the Office of Academic Planning and Analysis (jlilner@wisc.edu, 263-5658) and Judith Kornblatt in the Graduate School (jkornblatt@bascom.wisc.edu, 262-1044). We will work with you to further clarify your needs and move to the next stage in the program approval process (see <http://apa.wisc.edu/approvals.html>).

Planning Worksheet

- I. Suggested Program Name _____
- II. Suggested Program Administrative Home (Department and/or School/College) _____
- III. Primary Source of Funding _____
- IV. Enrollment Goals _____
- V. Staff Needs _____
- VI. Program Type
 - A. Graduate/Research Doctoral degree (PhD)
 - B. Graduate Master's degree (indicate MA, MS, MFA or other)
 - C. Doctoral minor
 - D. Graduate certificate (see certificate policy)
 - E. Capstone certificate (see certificate policy)
 - F. Professional or Clinical Doctoral degree
 - G. Professional or Clinical Master's degree
 - H. Other
- VII. Intended Audience (*check all that apply*)
 - A. Students holding a baccalaureate degree or its equivalent
 - B. Students seeking a master's and/or doctoral degree
 - C. Students seeking a professional or clinical degree
 - D. Students currently enrolled in an approved graduate program at UW-Madison
 - E. Students who are seeking professional development
 - F. Students not enrolled in a graduate program and not intending to enroll in graduate degree program
 - G. Other, please describe _____
- VIII. Faculty (*check all that apply*)
 - A. UW-Madison Tenured/Tenure-Track Faculty
 - B. UW-Madison Graduate Faculty

- C. UW-Madison Clinical Faculty (CHS)
- D. UW-Madison Academic Staff
- E. Collaborative (inter-institutional) faculty (usually teaching distance courses)
- F. Other

IX. Program Design (*check all that apply*)

- A. Student enrolled full-time
- B. Student enrolled part-time
- C. Student enrolled in program as part of a dual degree or double degree (refer to Graduate Academic Guidelines)
- D. Cohort program (student not allowed to take coursework outside of curriculum)
- E. Time limit to complete program

X. Tuition

- A. Student pays graduate tuition
- B. Student pays professional school tuition
- C. New program is included in graduate tuition (e.g., graduate certificate, minor)
- D. Special tuition, please explain _____

XI. Advising (*check all that apply*)

- A. Faculty Advisor
- B. Program Staff Advisor
- C. Advising done by committee

XII. Coursework (*UW-Madison graduate level = numbered 300 and above*)

- A. Credit based
- B. Unit based
- C. Module based
- D. Collaborative (inter-institutional) courses available
- E. Collaborative (inter-institutional) courses exclusively
- F. Some courses available via distance
- G. Distance courses exclusively
- H. Capstone experience required (e.g., laboratories, practica, internships, projects, or theses)

XIII. Application/Admission Procedure

- A. Student applies via standard Graduate School admissions process
- B. Student applies through professional school or program admissions process
- C. Currently enrolled students apply directly to program (e.g., graduate certificate, minor)
- D. Student applies as a special student (e.g., capstone certificate)

- XIV. Financial Aid** (*check all that apply*)
- A. Student eligible for need-based financial aid (Student Financial Services)
 - B. Student eligible for merit-based financial aid from program
 - C. Student eligible for TA, PA, RA
 - D. Student eligible for graduate fellowships (University, AOF, WDFG)

- XV. Academic Services**
- A. Satisfactory progress criteria (see Graduate School Catalog for examples)
List Criteria: _____

- B. Graduate School monitors minimum criteria
- C. School/College monitors all satisfactory progress criteria
- D. Program monitors all satisfactory progress criteria

- XVI. Student Records** (*check all that apply*)
- A. Standard diploma produced by Registrar
 - B. Standard transcripts produced by Registrar
 - C. Records maintained in Graduate School/Registrar
 - D. Transcripts/Records kept and produced by School/College/Program
 - E. Records maintained in Program/Registrar
 - F. Records maintained in program only
 - G. Certificate recorded on transcript, no paper document produced
 - H. Certificate recorded on transcript, paper document produced by program
 - I. Certificate recorded on transcript, paper document produced by Graduate School

- XVII. Degree/Product**
- A. Student receives graduate degree
 - B. Student receives professional degree
 - C. Student receives a certificate or other product

- XVIII. Program Review** (*Check all that apply*)
- A. Program reviewed by School/College
 - B. Program reviewed by Graduate School
 - C. Program reviewed by external accrediting agency
 - D. Program reviewed by University Academic Planning Council

- XIX. Market for Degrees** (*List of competition/national rankings*)