

POLICY ON APPROVAL OF UNDERGRADUATE ACADEMIC MATTERS

All undergraduate academic curriculum and policy matters **MUST** pass through a review and approval process which starts with a department, committee, or the Undergraduate Academic Affairs Council (UAAC, a.k.a. AAC) of the Faculty Senate in the faculty governance approval process.

The term academic department shall be interpreted as meaning a unit of the academic portion of the University which has assigned prefixes for courses, and which is responsible for the academic matters, policy, and grading of those courses. Continuing Education and Extended Degree specifically are not considered "academic departments" in this policy.

Any undergraduate curriculum item originating from a person or body outside of an academic department must have the approval of UAAC as a minimum. Most undergraduate curriculum items originating from an academic department must have the approval of UAAC as a minimum; however, some items initiated by academic departments require only the Registrar's or the academic department's approval, as indicated in the subsequent table.

For this policy, the course prefix IDS is reserved to UAAC as the "department" for course approvals.

TED impact: Submit: **Chair, Teacher Education:** 10 copies with approved Departmental minutes

The Teacher Education Committee (TEC) reviews any action affecting Elementary Education or Secondary Education major/minor requirements prior to consideration by AAC.

After TEC approval

Submit: Dean of the Faculty: 25 copies with approved Departmental and TEC minutes

Undergraduate Academic Affairs Council (UAAC)

Submit: Dean of the Faculty: 25 copies with approved Departmental minutes

New courses -- Format found on the UW-S web site at:
[http\\:www.uwsuper](http://www.uwsuper).

GENERAL EDUCATION COURSE APPROVALS

Currently approved or new courses to be included as satisfying any General Education requirement are referred to the General Education Subcommittee (GES) of UAAC for consideration. New courses may be approved prior to a General Education category approval or subject to General Education category approval.

Submit: Dean of the Faculty, M-101: 30 copies with approved Departmental minutes.

DISCRETIONARY REVIEW

Any "higher step" in the administrative/faculty governance approval process may insist upon the right of final approval on any item. This automatically shall result in a change of final approval authority for all equivalent items.

CHANCELLOR AND/OR UWSA REQUIRED

Codes U: UWSA C: Chancellor FS: Faculty Senate AAC: Academic Affairs Council
 GE: General Education Subcommittee TEC: Teacher Education Committee
 Reg: Registrar Dept: Department

U C FS AAC GE TEC REG DEPT ACTION

X	X	X	X	X	Any action requiring additional physical plant
..	X	X	X	X	Any item requiring additional staff resources
..	X	X	X	X	New administrative unit (Not nee major entitlement)
								New Major or significant addition/change
X	X	X	X	X	New entitlement (Title: completely new major)
..	X	X	X	X	Liberal Arts Major - - > Comprehensive major
..	X	X	X	X	Comprehensive major -- > Liberal Arts Major
..	X	X	X	X	New concentration
..	_	_	X	X	New Track (within concentration or minor)
..	X	X	X	X	Significantly different (virtually new major)
								New Minor
..	X	X	X	X	Creates new program -- additional resources
..	X	X	X	X	Within Major program -- additional resources
..	_	X	X	X	Within Major program -- No new resources
								Other
X	X	X	X	X	New/changed Prefix
..	X	X	X	X	Articulation agreement
..	X	X	X	X	Campus-wide policy: Gen. Ed requirements, Gen. Ed. Categories, total credits to graduation, etc.
..	1	1	1	X	Discretionary: Chancellor, Senate, UAAC

1 The UAAC, the Faculty Senate, or the Chancellor may exercise authority to review any academic item

GENERAL CHANGES

..	X	X	X	Add course to existing GE category
..	X	X	X	Delete course from existing GE category
..	X	2	X	Any item requiring additional JDHL resources

EXISTING MAJOR OR MINOR

Secondary Education

..	X	..	X	..	X	Change in Educ major/minor/licensure requirements
Total Required Credit Change								
..	X	X	exceeds credit guidelines
..	X	X	within credit guidelines
Change in Required Courses								
..	X	X	no change required total credits
..	X	X	adds options; same required total credits
..	X	X	X	X	New Concentration
..	X	X	X	X	Virtually new major/minor/concentration
ADD TRACK OPTIONS								
..	X	X	New Track
DELETE SEQUENCE OPTION								
..	X	X	fewest - credit
..	3	3	X	intermediate-credit
..	3	3	X	highest-credit
..	3	3	X	Concentration or track

2 Head librarian's approval requested

3 Report action to Registrar and to AAC through Registrar

COURSE REVISIONS

General Changes

..	X	..	X	Any change in TED-required course content
..	X	X	X	Any significant change in Gen. Ed. course
..	X	X	X	Addition or Category move of Gen Ed course
..	2	2.	X	Course title or description (no sig. content change)
..	2	2	X	Elimination of prerequisite/concurrent registration
..	2	2	X	Addition of pre-/Co-requisite (not Gen. Ed. or (TEC)

Course Number changes

..	3	3	X	100 or 200 level → 100 or 200 level
..	X	X	100 or 200 level → 300 or 400 level
..	3	4	X	300 or 400 level → 100 or 200 level
..	3	3	X	Deactivation of a course (a.k.a."decatalog")

NEW COURSES

..	X	5	6	..	X	Complete NEW COURSE PROPOSAL per guidelines on Web Get departmental approval Submit 25 copies of approved proposal and department minutes approving proposal to: see Website for submission info
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3 Report action to Registrar and to AAC through Registrar

4 Negotiate new course number with Registrar; report to AAC through Registrar

5 If course is requested to satisfy a General Education requirement

6 If course will be required or optional for Secondary Education Majors

PROPOSED REVISIONS--9/10/08

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Most undergraduate curriculum items originating from an academic department must have the approval of AAC as a minimum; however, some items initiated by academic departments require only the Registrar's or the academic department's approval, as indicated in the subsequent table.

For this policy, the course prefix IDS is reserved to AAC as the "department" for course approvals.

UNDERGRADUATE ACADEMIC AFFAIRS COUNCIL (AAC)

All items are submitted electronically to AAC.

GENERAL EDUCATION COURSE APPROVALS

Currently approved or new courses to be included as satisfying any General Education requirement are referred to the General Education Subcommittee (GES) of AAC for consideration. New courses may be approved prior to a General Education category approval or subject to General Education category approval.

COURSE APPROVALS INVOLVING CERTIFICATION

The Teacher Education Committee (TEC) reviews any action affecting Elementary Education or Secondary Education major/minor requirements prior to consideration by AAC. Include TEC approval with submitted proposal.

DISCRETIONARY REVIEW

Any "higher step" in the administrative/faculty governance approval process may insist upon the right of final approval on any item within a reasonable time period.

SYSTEM/CHANCELLOR/SENATE APPROVALS REQUIRED

See the chart below to determine what governance bodies or offices have to approve the action item.

Codes U: UWSA Affairs Council Education Committee C: Chancellor GE: General Education Subcommittee REG: Registrar FS: Faculty Senate DEPT: Department AAC: Academic TEC: Teacher

U C FS AAC GE TEC REG DEPT ACTION

X X X X X Any action requiring additional physical plant
 .. X X X X Any item requiring additional staff resources
 .. X X X X New administrative unit (Not new major entitlement)

New Major or significant addition/change

X X X X X New entitlement (Title: completely new major)
 .. X X X X Liberal Arts Major → Comprehensive major
 .. X X X X Comprehensive major → Liberal Arts Major
 .. X X X X New concentration
 .. _ _ X X New Track (within concentration or minor)
 .. X X X X Significantly different (virtually new major)

New Minor

.. X X X X Creates new program -- additional resources
 .. X X X X Within Major program -- additional resources
 .. _ X X X Within Major program -- No new resources

Other

X X X X X New/changed Prefix
 .. X X X X Articulation agreement
 .. X X X X Campus-wide policy: Gen. Ed requirements, Gen. Ed. Categories, total credits to graduation, etc.

GENERAL CHANGES

.. .. . X X X Add course to existing GE category
 X X X Delete course from existing GE category
 X 1 X Any item requiring additional JDHL resources

EXISTING MAJOR OR MINOR

Secondary Education

.. .. . X .. X .. X Change in Educ major/minor/licensure requirements

Total Required Credit Change

.. .. . X X exceeds credit guidelines
 X X within credit guidelines

Change in Required Courses

.. .. . X X no change required total credits

..	X	X	adds options; same required total credits
..	X	X	X	X	New Concentration
..	X	X	X	X	Virtually new major/minor/concentration

ADD TRACK OPTIONS

..	X	X	New Track
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DELETE SEQUENCE OPTION

..	X	X	fewest - credit
..	2	2	X	intermediate-credit
..	2	2	X	highest-credit
..	2	2	X	Concentration or track

COURSE REVISIONS

General Changes

..	X	..	X	Any change in TED-required course content
..	X	X	X	Any significant change in Gen. Ed. course
..	X	X	X	Addition or Category move of Gen Ed course
..	2	2.	X	Course title or description (no sig. content change)
..	2	2	X	Elimination of prerequisite/concurrent registration
..	2	2	X	Addition of pre-/Co-requisite (not Gen. Ed. or (TEC)

Course Number changes

..	2	2	X	100 or 200 level → 100 or 200 level
..	X	X	100 or 200 level → 300 or 400 level
..	2	3	X	300 or 400 level → 100 or 200 level
..	2	2	X	Deactivation of a course (a.k.a."decatalog")

NEW COURSES

..	X	4	5	..	X	Complete NEW COURSE PROPOSAL per guidelines on Web Get departmental approval Submit 25 copies of approved proposal and department minutes approving proposal to: see Website for submission info
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- 1 Head librarian's approval requested
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- 5 If course will be required or optional for Secondary Education Majors