



**REQUEST TO CHANGE CURRENT ACADEMIC POLICY  
OR  
CREATE NEW ACADEMIC POLICY FORM**

<b>Date:</b> 9/26/12	<b>Author:</b> Diane Douglas	<b>Author's Title:</b> Registrar
<b>New Policy Title:</b> Curriculum Processing Timelines	<b>Administrators to Review:</b>	
<b>Old Policy Title:</b> non-existent		
<i>The signatures required to draft/change policy are listed below and must be followed in the order presented.</i>		
1 <b>Review and Comment:</b>	<b>Provost's Signature:</b>	<b>Date:</b>
2 <b>Academic Affairs Endorsement:</b> 11/13/12	<b>Faculty Signature:</b>	<b>Date:</b>
<b>Faculty Senate Endorsement:</b>	<b>Faculty Signature:</b>	<b>Date:</b>
3 <b>FINAL APPROVAL TO MOVE FORWARD AS OFFICAL UWS POLICY</b>	<b>Chancellor's Signature:</b>	<b>Date:</b>
	<b>Create as UWS Policy #:</b>	
4 <b>UW Regent approval required?</b>	<b>UW Policy Number Affected:</b>	

**I. Background and Purpose:**

- 1.1 Presently there is no policy on when curriculum items approved through UAAC and Faculty Senate will be take effect in PeopleSoft, when the change/addition will appear on the Class Schedule and when the change/addition will appear in the catalog **and on Advising Reports.**
- 2.1 The University catalog is produced every two years ~~on a bi-annual basis.~~ Each new catalog goes into effect Fall Semester of even numbered years.

**II. Current Policy Language:**

- 2.1 There is no current policy language

**III. Draft Policy Statement:**

**3.1 Major and Minor Changes**

Changes or additions to majors or minors approved ~~in odd numbered fiscal years~~ after a catalog has been published will be processed **in PS** and appear on Advising Reports beginning Fall term of the ~~next odd numbered fiscal year.~~ ~~These changes will appear in the subsequent next~~ catalog.

~~3.1.1 Changes or additions to majors or minors approved in even numbered fiscal years will be processed in PS and appear on Advising Reports beginning the next Fall term. These changes will appear in the subsequent catalog.~~

~~(changes submitted Fall 12, Spring 13, Fall 13, Spring 14 will become active Fall 14)~~

3.1.2 If major/minor changes impact graduation requirements for students graduating under the current or previous catalogs, additional paperwork is necessary informing the Registrar's Office of specific actions to take for these affected students.

**3.3 Course Changes/Additions**

Changes to course descriptions, course titles, course credits, course attributes, course typically offered, course deletions, course creations will be processed **in PS** and set to activate the next term. These changes will immediately appear in the current catalog.

**3.4 General Education Course Changes/Additions**

New courses approved as General Education will be processed **in PS** and set to activate the next term.

3.4.1 Gen-Ed course changes or additions will appear immediately in the current catalog, but will NOT appear on the General Education sheet until the **subsequent next** catalog is released. ~~When completed, these new Gen-Ed courses will NOT appear on Advising Reports in the correct General Education category; course substitutions will have to be submitted for the new Gen-Ed course to meet the requirements of a specific Gen-Ed category.~~

~~3.5 Advising Report Changes~~

~~—If course changes that affect major/minor requirements are approved in odd numbered fiscal years, the changes will appear on the Advising Report beginning Fall term of the next odd numbered fiscal year.~~

~~3.5.1 If course changes that affect major/minor requirements are approved in even-numbered fiscal years, the changes will appear on the Advising Report beginning the next Fall term.~~

### 3.7 Policy Changes/Additions

Changes to current policies approved will be processed and take effect at the beginning of Fall term of the next academic year. These changes will appear in the ~~subsequent~~ next catalog.

3.7.1 New policies approved will be processed and take effect at the beginning of the Fall term of the next academic year. These changes will appear in the ~~subsequent~~ next catalog

## IV. Policy Procedures:

- 4.1 All curriculum changes listed above must be first presented to the UAAC for approval; some changes must also be approved by the ~~General Education Committee and~~ Faculty Senate.
- 4.2 Once the curriculum changes are approved, the Registrar enters ~~them~~ each item on the curriculum spreadsheet, and the Registrar's staff processes the change according to the times listed above.

DRAFT

	Fiscal Year 2013 (odd)		Fiscal Year 2014 (even)		Fiscal Year 2015 (odd)	
	Fall 2012 Catalog Year	Spring 2013	Fall 2013	Spring 2014	Fall 2014 Catalog Year	Spring 2015
<b>Major Change</b>	(1) Approved	(3) Approved	Approved (4)		(1) Appear in Cat. (1) Appear on Advising Reports (3) Appear in Cat. (3) Appear on Advising Reports (4) Appear in Cat. (4) Appear on Advising Reports	
<b>Minor Change</b>	(2) Approved				(2) Appear in Catalog (2) Appear on Advising Reports	
<b>Course Changes (title, credits, description)</b>	(5) Approved	(5) Appear in Catalog			(5) Appear on Advising Reports	
<b>Gen-Ed Course (addition or change)</b>	(6) Approved	(6) Appear in Catalog	(7) Approved	(7) Appear in Catalog	(6 & 7) Appear on Advising Reports for those graduating under the 14-16 catalog and forward.  Students who complete a new Gen-Ed course and are graduating from a catalog 12-14 or older will have to substitute the new the Gen-Ed course for it to Appear on the Advising Report.	
<b>Policy (changes/additions)</b>	(8) Approved	(9) Approved	(8) Policy takes effect (9) Policy takes effect			