

UNIVERSITY OF WISCONSIN – SUPERIOR

Policy Subject: **Approval of Graduate Academic Matters (Curriculum Approval Chart) AP 1601G**
Cabinet Division: **Registrar’s Office (Enrollment Management)**
Approval History: 2/2/2016, approved by Graduate council; 2/16/2016, approved by Faculty Senate

I. Background and Purpose

- 1.1 There is no prior policy at the graduate level.
- 1.2

II. Constraints

- 2.1 There are no constraints

III. Definitions

- 3.1 None

IV. Policy Statements

- 4.1 All graduate academic curriculum and policy matters **MUST** pass through a review and approval process which starts with a department, committee, or the Graduate Council (GC) 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 responsibility for approving courses in all academic programs it offers, and which is responsible for the academic matters, policy, and grading of those courses. Continuing Education and the Distance Learning Center specifically are not considered "academic departments" in this policy.

Most graduate curriculum items originating from an academic department must have the approval of GC 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.

GRADUATE COUNCIL (GC)

All items are submitted electronically to GC.

COURSE APPROVALS INVOLVING CERTIFICATION

The Educational Preparation Program reviews any action affecting DPI Certification prior to consideration by GC. Include the Educational Preparation Program and Department of Educational Leadership approvals 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.

Chart Key:

- X = Required approval level
- * = Planning and Budgetary Council (PBC) approval also needed (in parallel)
- Lib = Head Librarian’s approval requested
- N = Negotiate new course number with Registrar; report to AAC through Registrar
- P = Informational report to Provost
- X1 = The GC, Faculty Senate, or the Chancellor may exercise authority to review any academic item
- (X) = If course will be used to meet DPI certification requirements
- R = Report Action to Registrar &/or GC through Registrar

See the complete chart of actions and requirements below.

Action	Dept	Provost	GC	Faculty Senate	Chancellor	EPP /EDL	Registrar	System
New/Change/Delete Graduate Majors								
Entitlement for New Graduate Major*	X	P	X	X	X			X
Authorize New Graduate Major*	X	P	X	X	X			X
Comprehensive Revision to Graduate Major (Significantly Different)	X	P	X	X	X			
New Concentration or Track within Entitled Graduate Major	X	P	X	X	X			
Title Change of Graduate Major	X		X					
Change in Graduate Major with DPI (Licensure) Implications	X		X			X		
Existing Major-Required Credit Change (minimum of 30 graduate credits required)	X		X	X				
Change in Required Courses for a Graduate Major (no change in credits)	X		X					
Delete Graduate Concentration/Track/Major	X		R				R	
Change Type of Degree for Major	X		R	X			R	
Course Revisions								
Credit Change for Existing Graduate Course	X		X					
Create New Course (see guidelines on Web)	X		X			(X)		
Deactivate Course (a.k.a. 'de-catalog')	X		R				R	
Change to Grading Options	X						R	
Any Change in Required Course Content Affecting DPI certification	X					(X)		
Changes to Courses Typically Offered Listing	X						R	
Delivery Format Change (e.g. to on-line)	X		R				R	
Course Title Change (no significant content change)	X		R				R	
Course Description Change (no significant content change)	X		R				R	
Elimination of Pre-requisites/Concurrent registration	X		R				R	
New/change subject code (prefix)	X	P	X	X	X	(X)		X
Add or Change to Required Pre/Co-requisites	X		X				R	
Course Number Change 500/600 to 700/800 level	X		X				R	
Course Number Change 700/800 level to 500/600 level	X		X				R	
Add a New Degree (for example, MSW or MS in MEEd)	X	X	X	X	X			X
Any Course Requiring Additional Library Resources	X		X	Lib				
Curriculum Change Requiring Physical Plant Change(s)	X		X	X	X			X
Curriculum Change Requiring Additional Staff Resources	X		X	X	X			
New Administrative Unit (not a new major)	X		X	X	X			
Articulation Agreements/ MOUs (Internal and External)	X		X	X	X			
Campus-Wide Policy	X		X	X	X			
Discretionary: Chancellor, Senate, GC	X1		X1	X1	X1			

V. Policy Procedures

5.1 see above

VI. Compliance

VII. Attachments

7.1 no attachments