

## UNIVERSITY OF WISCONSIN – SUPERIOR

Policy Subject: **Approval of Undergraduate Academic Matters (Curriculum Approval Chart) (number AP1117)**

Cabinet Division: **Registrar's Office (Enrollment Management)**

Revised: 4/19/11 (approved by Faculty Senate); revised 11/15/11 (approved by Faculty Senate); revised 3/27/12 (approved by Faculty Senate); revised 3/24/15 (approved by Faculty Senate), revised 12/11/19 (approved by Faculty Senate)

### I. Background and Purpose

**1.1 Chapter 36:** Changes to Chapter 36 necessitate changes to the order of approvals, noting in some cases that academic departments should first collaborate or consult with, or gain pre-authorization from Administration, such as the Provost or their representative, before proceeding with approval processes.

### II. Definitions

**2.1 Academic Departments:** The term academic department means a unit of Academic Affairs that offers courses and has assigned prefixes for courses and that is responsible for the academic matters, policy, and grading of those courses. Continuing Education specifically is not considered an "academic department" in this policy. Undergraduate Academic Affairs Council (UAAC) serves as the originating "department" for IDS courses.

**2.2. Approval:** Approval is indicated by a vote to carry by a majority of a body.

**2.3 Intent to Plan:** An Intent to Plan is a statement expressing a department's potential action to create or change a policy, program, or curriculum that is approved by the department. An Intent to Plan is a separate motion and approval from the proposed creation or change itself.

**2.4 Pre-Authorization:** Submission of some academic items for consideration by faculty governance are subject to pre-authorization by UW-System or UW-Superior administration. Pre-authorization is not carried by a vote to approve, but rather is a part of the process that faculty and administrators should undertake as a collaboration to create academic policy, programs, and curricula.

**2.5 Consultation** is the formal method by which faculty input or action is sought or received via a request and review process that would result in a recommendation, action, or vote in due time to inform the administration as it addresses a specific issue or considers a particular solution. Minimally, consultation refers to seeking input or action via the current faculty organizational structure, which is assumed to be faculty senate and its councils or designees on topics relevant to the primary responsibilities of faculty, as outlined in Chapter 36. While consultation must include the faculty organizational structure, broader input or research and ideas may be additionally sought from other groups, such as department chairs, ad hoc task forces, or other committees.

### III. Policy Statements

**3.1 Simple Approvals:** Many undergraduate academic policy, programs, and curricula originating from an academic department must have the approval of UAAC as a minimum; however, some items initiated by academic departments require only the academic department's approval.

**3.2 Multi-Step Approvals:** The creation or change of an academic policy, program, or curriculum must begin with departmental approval of an Intent to Plan in cases where consultation with or pre-authorization from the Administration, such as the Provost or their representative, and/or review by an Advisory Committee is required. (See Section IV, Table of Action).

**3.3 Reporting to Registrar:** All items approved through this policy will be reported to the Registrar via UAAC and/or Faculty Senate, even where "R" is not noted on the Table of Actions.

**3.4 University Studies Program (USP) Course Approvals**

3.4.a Existing courses should be referred directly to the USP committee with the appropriate applications to be recommended for approval into a USP category. UAAC conducts the final review and approval.

3.4.b. New courses to be included in the USP must be approved through the regular new course proposal process prior to referral to USP. Thereafter, refer to 3.3.a above.

**3.5 Articulation Agreements:** University-wide articulation agreements, memoranda of agreement, or other partnerships with educational institutions may originate from Administration (such as Provost, Dean of Academic Affairs, or their representative) instead of an academic department.

#### **IV. Table of Actions (See Attached)**

IV.1 Approval should be sought from each body in order from left to right. Where no mark is indicated, no submission is necessary to that body.

IV. 2 For "Advisory Committee," the appropriate body, if any, will be noted in each case:

- PBC = item needs review/approval by the Planning & Budgetary Committee
- HIP = item needs review/approval by appropriate HIPs coordinator
- ED = item needs review/approval by Education committee
- CD = item needs review/approval by Collaborating Departments (ie, cross-listings, pre-reqs delivered to majors by other departments, and any change where a Collaborating Department's course will be affected)

IV.3 The table key is as follows:

- X = item needs approval through noted body
- (X) = approval is optional, such as creating a new course and gaining USP approval
- C = Consultation
- P = Pre-Authorization
- R = Item needs reporting to appropriate body only
- N = Negotiate new course number with Registrar; report item to UAAC
- An asterisk \* indicates only when relevant to the appropriate body

#### **V. Compliance**

5.1 Approved by UAAC (3/29/11), Faculty Senate (4/19/11) and Chancellor Erlenbach (4/21/11)

5.2 Revised by UAAC (11/8/11), Faculty Senate (11/15/11) and Chancellor Wachter (12/1/11)

5.3 Revised by UAAC (2/28/11), Faculty Senate (3/27/12) and Chancellor Wachter (4/17/12)

5.4 Revised by UAAC (3/10/15), Faculty Senate (3/23/15) and Chancellor Wachter (4/6/15)

5.5 Revised by Faculty Senate (12/11/19) and Chancellor Wachter (6/11/20)

#### **VI. Attachments**

VI.1 Table of Actions attached

Action	Provost	System	Advisory Committee	Dept	USP	UAAC	Faculty Senate	Chancellor
<b>NEW/CHANGE/DELETE MAJORS</b>								
Entitlement for New Major	P	P	PBC	X		X	X	X
Authorize New Major*	P	P	PBC	X		X	X	X
Significantly Different (virtually new) Major	P		PBC	X		X	X	X
Non-Comprehensive Major to Comprehensive	P		PBC	X		X	X	X
Comprehensive Major to Non-Comprehensive	P		PBC	X		X	X	X
New Concentration	P		PBC	X		X	X	X
New Track/Title Change (within concentration or minor)			PBC	X		X		
New Track	P		PBC	X		X	X	X
Change in Education major/minor/licensure			ED	X		X		
Existing Major Required Credit Change (exceeds cr. guidelines 51-60-comp. or 30-36 regular)			PBC	X		X	X	
Existing Major Required Credit Change (within credit guidelines)			PBC	X		X		
Change in Required Courses (no change in credits)				X		X		
Add options (no change in total credit)				X		X		
Eliminate or suspend concentration/track/minor/major	C		PBC	X		R		X
Change type of degree for major	C	X		X		R	X	
<b>NEW/CHANGE/DELETE MINORS</b>								
New Minor (additional resources) creates new program	P		PBC	X		X	X	X
New Minor Within Major (additional resources)	P			X		X	X	X
New Minor Within Major ( no additional resources)	P			X		X	X	
Existing Minor Required Credit Change (exceeds credit guidelines of 21-24)	P		PBC	X		X	X	
Existing Minor Required Credit Change (within credit guidelines)				X		X		
Certificate approvals (Credit bearing)	P		PBC	X		X	X	X
<b>UNIVERSITY STUDIES PROGRAM CHANGES</b>								
Add course to existing USP category				X	X	X		
Delete course from USP category				X	X	X		
Significant change to USP Course				X	X	X		
University Studies Policy (requirements/categories)	C				X	X	X	X
<b>HIGH IMPACT PRACTICES (HIPS) CHANGES</b>								
Add HIPS designation to course			HIP	X		X		
Remove HIPS designation from course				X		R		
Significant change to HIPS course			HIP	X		X		

Action	Provost	System	Advisory Committee	Dept	USP	UAAC	Faculty Senate	Chancellor
<b>COURSE REVISIONS</b>								
Course repeatable for credit (change)				X		X		
De-cross listing of courses			CD	X		R		
Changing when courses are typically offered				X				
Changing grade options				X				
Pre-requisite change in course			CD	X		X		
Credit change for existing course				X		X		
Create new course (see guidelines on Web)			ED*	X	(X)	X		
Deactivate course (a.k.a. 'decatalog')				X		R		
Any change in required course content for teacher certification (content areas)			ED*	X				
Delivery Format change ( e.g. to on-line)				X		R		
Title change (no significant content change)				X		R		
Description change (no significant content change)				X		R		
Elimination of pre-reqs/concurrent registration			CD/ED*	X		R		
New/change subject code (prefix)			CD/ED*	X	X*	X	X	X
Addition of pre/co-reqs (not USP or TED courses)			CD*	X		R		
Course number change 100/200 to 100/200 level or 300/400 to 300/400			CD*	X	X*	R		
Course number change 100/200 level to 300/400 level				X	X*	X		
<b>OTHER</b>								
Articulation agreements (University wide)#	X		PBC/CD*	X		X	X	X
Articulation agreements (program to program)	X		PBC/CD*	X		X	X	X
Dual degree agreements	X		PBC/CD*	X		X	X	X
External Memorandums of Understanding (campus to campus or program to program)	X		PBC/CD*	X		X	X	X
Add a new degree	P	X	PBC/CD*	X		X	X	X
Campus-wide policy				X		X	X	X
Accreditation by professional body/outside organization	C		PBC	X		X	X	X