

UNIVERSITY OF WISCONSIN – SUPERIOR

Policy Subject: **Curriculum Processing Timelines (number AP1307)**
Cabinet Division: **Registrar's Office (Enrollment Management)**
Date Created: 5/21/13 (approved by Faculty Senate)

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.
- 1.2 The University catalog is produced every two years. Each new catalog goes into effect Fall Semester of even numbered years.

II. No constraints

- 2.1 Major and minor changes and additions will only be processed every two years.
- 2.3 General education changes and additions will only be processed every two years.
- 2.2 Policy changes will not take effect until Fall term following the term approved.

III. Definitions

- 3.1 None

IV. Policy Statements

- 4.1 **Major and Minor Changes**
Changes or additions to majors or minors approved after a catalog has been published, will be processed and appear on Advising Reports beginning the first Fall term of the next catalog.
- 4.1.2 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.
- 4.3 **Course Changes/Additions**
Changes to course descriptions, course titles, course credits, course attributes, course typically offered, course deletions, course creations will be processed and set to activate the next term. These changes will immediately appear in the current catalog.
- 4.4 **General Education Course Changes/Additions**
New courses approved as General Education will be processed and set to activate the next term.
- 4.4.1 Gen-Ed course changes or additions will appear immediately in the current catalog, but will NOT appear on the General Education sheet until the next catalog is released.
- 4.5 **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 next catalog.
- 4.5.1 New polices 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 next catalog

V. Policy Procedures

- 5.1 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.
- 5.2 Once the curriculum changes are approved, the Registrar enters each item on the curriculum spreadsheet, and the Registrar's staff processes the change according to the times listed above.

VI. Compliance

- 6.1 Approved by: UAAC (4/9/13), Faculty Senate (5/21/13) and Chancellor Wachter (06/01/13)
- 6.2 No consequences.
- 6.3 Faculty, Department Chairs and Enrollment Management staff are aware of this policy change.

VII. Attachments

- 7.1 No attachments