# CURRICULUM PLANNING AND PROCEDURES GUIDE

# UNIVERSITY OF WISCONSIN - GREEN BAY

Approved by the University Committee and Faculty Senate

Revised January 2017

Gregory Davis Provest and Vice Chancellor for Academic Affairs

January 6, 2017

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#### Introduction

This Guide provides an overview of the UW-Green Bay curriculum approval procedures ranging from the establishment of new degrees to minor modifications of existing courses.

The curriculum approval procedures have been structured to comply with existing UW-Green Bay and UW System policies and procedures while at the same time encouraging faculty to creatively develop and refine the University's curriculum and academic programs to improve quality and maximize student learning opportunities.

The Guide is divided into three major parts. Part I provides a description of the stepby-step process that must be followed to obtain approval for a particular curricular modification. Each of the sections in Part I are intended to provide a complete description of the approval process. The user of this Guide should refer to the Table of Contents to locate the pages containing a description of the curricular modification that needs to be approved.

Part II contains copies of all curriculum approval forms referenced in the Guide.

Part III contains copies of all relevant UW-System policies and procedures documents. These documents are referenced in the step-by-step procedures section of the Guide as appropriate.

If you have questions, contact the Associate Provost for Academic Affairs or the Secretary of the Faculty and Academic Staff.

Clifton Ganyard Associate Provost for Academic Affairs January 2017

Academic Action		Interdisciplinary Program	Dean(s)	General Education Council	Graduate Academic Affairs Council	Academic Affairs Council (undergrads)	UC & Faculty Senate	Provost	Chancellor	UW System Administration	Board of Regents
A1	Establish degree	Α	А	R	А	А	А	Α	Α	Α	А
A2	Modify degree requirements	A	А	$\mathbb{R}^1$	А	А	Ν	Α	Ι	Ι	Ι
A3	Rename a degree	A	A	N	A	A	N	A	Ι	I	I
A4	Discontinue a degree	Α	А	N	А	Α	А	А	А	Ι	Ι
B1	Establish a major	A	А	N	А	А	А	А	A	Α	А
B2	Substantially modify major requirements	А	А	Ν	А	А	Ν	А	Ν	Ι	Ι
В3	Slightly modify major requirements	А	А	N	А	А	Ν	А	Ν	Ν	Ν
B4	Rename a major	Α	А	Ν	А	А	Ν	Α	Ν	Ι	Ι
B5	Discontinue a major	Α	А	N	А	А	А	А	Α	Ι	Ι
C1	Establish a new minor	$A^2$	А	N	А	А	$A^3$	А	Ι	Ι	Ι
C2	Modify minor requirements	$A^2$	А	Ν	А	А	Ν	А	N	Ν	Ν
C3	Rename a minor	$A^2$	Α	N	А	А	Ν	Α	N	Ι	Ι
C4	Discontinue a minor	$A^2$	А	Ν	Α	А	$A^3$	А	Ι	Ι	Ι
D1	Establish area of emphasis	Α	А	N	А	А	Ν	Α	N	Ι	Ι
D2	Modify area of emphasis requirements	А	А	N	А	А	Ν	А	Ν	Ν	Ν
D3	Discontinue area of emphasis	Α	А	N	А	А	Ν	Α	Ν	Ι	Ι
E1	Establish certificate program	Α	А	N	А	А	Ν	Α	Ι	Ι	Ι
E2	Modify certificate program requirements	А	А	N	А	А	N	А	Ν	N	Ν
E3	Discontinue a certificate program	А	А	N	А	А	N	А	Ι	Ι	Ι

#### **OVERVIEW OF CURRICULUM APPROVAL PROCEDURES**

A = Approval Needed N = No Action Required R = Recommendation Only

I = Informed of Decision

<sup>1</sup>Required only if the change involves a general education requirement.

<sup>2</sup>Required only if the minor is under the auspices of an interdisciplinary budget unit. <sup>3</sup>Required only if the minor is a "stand alone" minor.

	Academic Action	Interdisciplinary Program	Dean(s)	General Education Council	Graduate Academic Affairs Council	Academic Affairs Council (undergrads)	UC & Faculty	Provost	Chancellor	UW System Administration	<b>Board of Regents</b>
F1	Modify General Education program	R	N	А	N	Ν	А	А	Ι	N	N
G1	Establish a cooperative program	А	А	R	А	А	А	А	Α	А	А
G2	Discontinue a cooperative program	А	А	N	N	Ν	N	А	Ι	Ι	Ι
H1	Offer an existing degree program off-campus	А	А	N	А	А	N	А	А	А	Ι
H2	Discontinue an off-campus degree program	А	А	N	N	N	N	А	Ι	Ι	Ι
I1	Offer existing degree via distance education	А	А	N	А	А	N	А	А	А	Ι
I2	Discontinue a distance education degree program	А	А	N	Ν	Ν	N	А	Ι	Ι	Ι
J1	Establish an Articulation Agreement	А	А	Ι	Ι	Ι	Ι	А	Ι	Ι	Ι
J2	Establish a Memorandum of Understanding	А	А	Ι	Ι	Ι	Ι	А	Ι	Ι	Ι
К	Establish, merge of discontinue an academic unit	А	А	N	$A^4$	$A^4$	А	А	А	Ι	Ι
L1	Develop a new course offering	А	А	<b>R</b> <sup>5</sup>	А	А	N	А	N	N	N
L2	Change an existing course	Α	А	R	$A^6$	$A^6$	Ν	Α	N	N	Ν
L3	Deactivate/Reactivate course	Α	Α	R	Α	Α	Ν	Α	Ν	Ν	Ν
L4	Develop an experimental course offering	А	А	$A^5$	Ν	N	N	N	Ν	N	N

#### **OVERVIEW OF CURRICULUM APPROVAL PROCEDURES, CONTINUED**

A = Approval Needed R = Recommendation Only I = Informed of Decision

N = No Action Required

<sup>4</sup>The Academic Affairs Council or Graduate Academic Affairs Council and Personnel Council meet jointly on these matters.

<sup>5</sup>Required only if the course is intended to meet a general education requirement.

<sup>6</sup>Required only if the revisions are substantial as indicated on the Master Course Form.

### A. 1. Establish New Degree

Academic Action: Establish a program of study that leads to the awarding of a specific bachelor's or											
	s degree (e.g., Bachelor of Arts, Bachelor of Business Administration) that is in compliance										
with UW-	Green Bay and	Green Bay and UW System policies.									
		Bachelor's Degree: minimum of 120 degree credits; 30 credits in residence;									
Curricula	ır	satisfact	ion of UW-Green Bay general education and major requirements;								
Requirem	nents:	minimu	m of 2.0 cumulative grade-point average. Master's Degree:								
-		Typically 30-36 credits.									
Originato	or of	T / 1'									
Process:		Interdis	ciplinary Unit Executive Committee								
Approval	Process:	CourseI	Leaf: Program Admin: Propose New Program								
Approval	s/	А	Initiating Faculty Committee								
Recomme		R	Other Interdisciplinary Unit Executive Committee(s)								
Needed:		R	General Education Council								
		Α	Dean(s)								
A – Appr	oval Needed	А	Graduate Academic Affairs Council								
	mmendation	A	Academic Affairs Council								
		A	Provost & Vice Chancellor for Academic Affairs								
		A	University Committee/Faculty Senate								
		A	Chancellor								
		R	Program Review Committee								
		A	UW System Administration								
		A	UW System Board of Regents								
		Π	Approval Process								
	A faculty con	mmittee n	repares a Notice of Intent to Plan a new degree following the								
			by UW System and described in UW System Administrative Policy								
	•		.0) Policy on University of Wisconsin System Array Management:								
Step 1			elivery, Review, and Reporting. Following approval by the Dean and								
			ubmits the proposal to the UW System Associate Vice President for								
			nd Educational Innovation (APEI).								
			itlement to plan, a faculty committee prepares a full proposal								
			es established by UW System and described in <i>UW System</i>								
Step 2			102 (formerly ACIS 1.0) Policy on University of Wisconsin System								
~~rp =		Array Management: Program Planning, Delivery, Review, and Reporting. (See Appendix									
			Propose New Program form in CourseLeaf (see Appendix A).								
	· · ·		degree requirements are outside the jurisdiction of the initiating								
	2		n the draft proposal must be reviewed by the Interdisciplinary								
a			e creation of the new degree. The chair of the initiating faculty								
Step 3		committee is responsible for sending (electronically) a complete proposal to the chair of									
	the unit(s) impacted. As the proposal progresses through the approval process it must										
		·	entation from <u>all</u> of the unit(s) consulted.								
			evised based on the comments received. When a final proposal is								
Step 4		2	ing Interdisciplinary Unit Executive Committee, the proposal and all								
r .			tion is forwarded to the dean for review and approval.								
	<u> </u>		proposal and supporting documentation and has the option of								
Step 5			l, not approving the proposal or requesting changes to the proposal.								
Step 5	••••	· ·	nd supporting documentation are then routed to the appropriate								
Approved proposals and supporting documentation are then routed to the appropriate											

	governance committees. The Academic Affairs Council or Graduate Academic Affairs Council should be the last governance committee to review the proposal.
	<ul> <li><u>General Education Council</u> – if the degree involves changes to the institution's general education requirements.</li> <li><u>Graduate Academic Affairs Council</u> – if the proposal involves a master's degree.</li> <li><u>Academic Affairs Council</u> – if the proposal involves a bachelor's degree.</li> </ul>
	Following the AAC or GSC review, an approved proposal is forwarded to the chair of the University Committee for action by the Faculty Senate. (Note: Step #5 and #6 can be done concurrently.) If not approved by the AAC or GSC, the proposal is returned to appropriate dean(s).
Step 6	Two outside consultants, who have experience with a degree program similar to the one being proposed, are contacted by the dean to conduct a review of the proposal. The recommendations of these reviewers are forwarded to the Provost and included with the proposal as it progresses through the approval process.
Step 7	The dean(s) is/are responsible for presenting the proposal to the Faculty Senate. If the Faculty Senate approves the proposal it is sent to the Provost for review and approval. If <u>not</u> approved by the Faculty Senate, the proposal is returned to the appropriate Dean(s).
Step 8	The Provost reviews the proposal. If approved, it is forwarded to the Chancellor for final institutional approval. If not approved, the proposal is returned to the appropriate dean.
Step 9	The proposal and recommendations are reviewed by the Chancellor, who approves or does not approve the new degree.
Step 10	If approved, the Provost forwards the proposal and supporting documentation to a Program Review Committee consisting of a Provost representative, one or two institutional representatives and a UW System representative. The Committee reviews the proposal and submits, through the Provost, a recommendation to the UW System Associate Vice President for Academic, Faculty, and Global Programs for approval.
Step 11	If approved by the UW Associate Vice President, the proposal is submitted to the UW Board of Regents Education Committee and full Board for approval.
Step 12	If approved by the Board of Regents, the Provost notifies the Office of the Registrar that the new degree has been approved and when it should be officially implemented.

### A. 2. Modify Degree Requirements

Academic Action: Modify the course or non-course requirements of an existing bachelor's or master's degree.								
Curricula Requirem		Bachelor's Degree: minimum of 120 degree credits; 30 credits in residence; satisfaction of UW-Green Bay general education and major requirements; minimum of 2.0 cumulative grade-point-average. Master's Degree: Typically 30-36 credits.						
Originato Process:	r of	Interdisci	iplinary Unit Executive Committee					
Approval	Process:	CourseLe	eaf: <u>Program Admin:</u> Edit Program					
Approvals	s/	Α	Interdisciplinary Unit Executive Committee					
Recomme	ndations	R	Other Interdisciplinary Executive Committee(s)					
Needed:		A	Dean(s)					
		R	General Education Council (see Step 4 below)					
	oval Needed	A	Graduate Academic Affairs Council (see Step 4 below)					
	nmendation	A	Academic Affairs Council (see Step 4 below)					
I – Infor	mation Only	Α	Provost & Vice Chancellor for Academic Affairs					
		Ι	Chancellor					
		Ι	UW System Administration and Board of Regents					
	1		Approval Process					
Step 1		ee require	sciplinary Unit Executive Committee prepares a proposal to modify ments and completes the Edit Program form in CourseLeaf (see					
Step 2	outside the jureviewed by of the initiation proposal to the transformed by	urisdiction the Interding faculty he chair of	cation(s) involves courses or other degree requirements that are of the initiating Executive Committee, the draft proposal must be sciplinary Units(s) that will be impacted by the changes. The chair committee is responsible for sending (electronically) a complete the unit(s) impacted. As the proposal progresses through the st include written documentation from <u>all</u> of the unit(s) consulted.					
Step 3	The proposal approved by	l may be re the initiati	evised based on the comments received. When a final proposal is ng Interdisciplinary Unit Executive Committee, the proposal and all ion is forwarded to the dean for review and approval.					
	The dean reviews the proposal and supporting documentation and has the option of approving the proposal, not approving the proposal or requesting changes to the proposal. Approved proposals and supporting documentation are then routed to the appropriate governance committees. The Academic Affairs Council or the Graduate Academic Affairs Council should be the last governance committee to review the proposal.							
Step 4	<ul> <li>general education requirements.</li> <li><u>Graduate Academic Affairs Council</u> – if the proposal involves a master's degree.</li> <li><u>Academic Affairs Council</u> – if the proposal involves a bachelor's degree.</li> <li>Following the AAC or GSC review, an approved proposal is forwarded to the Provost. If</li> </ul>							
Step 5	not approved by the AAC or GSC, the proposal is returned to dean.The proposed degree modification with supporting documentation is reviewed by the Provost. If approved by the Provost, the chair of the initiating Executive Committee, Dean, Registrar and SOFAS are notified that the degree program requirements have been							

	modified and the effective date of the change. If not approved by the Provost, the proposal
	is returned to the dean.
	The Provost notifies the UW Associate Vice President for Academic, Faculty, and Global
Step 6	Programs that modification of requirements to an existing degree program have been made
_	and the effective date of the change.

#### A. 3. Rename a Degree

Academi	c Action: Change the name of	an ex	sisting bachelor's or master's degree.			
	ar Requirements:		applicable.			
Originat	or(s) of Process:	Inte	rdisciplinary Executive Committee			
Approva	l Process:		rseLeaf: Program Admin: Edit Program			
Approva	ls/Recommendations	А	Initiating Interdisciplinary Executive Committee			
Needed:		R	Other Interdisciplinary Units			
		А	Dean(s)			
	roval Needed	А	Graduate Academic Affairs Council			
	mmendation	А	Academic Affairs Council			
I – Infor	mation Only	А	Provost & Vice Chancellor for Academic Affairs			
		Ι	Chancellor			
		Ι	UW System Administration			
		Ι	Board of Regents			
		Ap	proval Process			
	The chair of an Interdisciplin	ary F	Executive Committee prepares a proposal to rename an			
Step 1	Appendix A).		pletes the Edit Program form in CourseLeaf (see			
Step 2	If renaming of the degree impacts units outside the jurisdiction of the initiating Executive Committee, the draft proposal must be reviewed by the Interdisciplinary Unit(s) that will be impacted by the changes. The chair of the initiating Executive Committee is responsible for sending (electronically) a complete proposal to the chair of the unit(s) impacted. Each unit impacted must respond, in writing, to the request to review the proposal. As the proposal progresses through the approval process, it must include written documentation from <u>all</u> of the unit(s) consulted.					
Step 3	approved by the initiating Int	erdis	d on the comments received. When a final proposal is ciplinary Unit Executive Committee, the proposal and all arded to the dean for review and approval.			
Step 4	The dean reviews the proposal and supporting documentation and has the option of approving the proposal, not approving the proposal or requesting changes to the proposal.Approved proposals and supporting documentation are sent to the Academic Affairs Council (for bachelor's degrees) or Graduate Academic Affairs Council (for master's degrees) for its review and approval.					
Step 5	The proposed name change is reviewed by the Academic Affairs Council or Graduate Academic Affairs Council . Following the AAC or GSC review, an approved proposal is forwarded to the Provost. If not approved by the AAC or GSC, the proposal is returned to dean.					
Step 6	The proposed name change with supporting documentation is reviewed by the Provost. If approved by the Provost, the chair of the initiating Executive Committee, dean, Registrar and SOFAS are notified that the degree program requirements have been modified and the effective date of the change. If not approved by the Provost, the proposal is returned to the dean.					
Step 7	The Provost notifies the UW Associate Vice President for Academic, Faculty, and Global Programs that the name of an existing degree has been changed and when it should be officially implemented.					

### A. 4. Discontinue a Degree

Academi	c Action: Discontinue an exis	ting ba	achelor's or master's degree program.				
	ar Requirements:		applicable.				
Originat	or(s) of Process:	Interdisciplinary Executive Committee					
Approva	l Process:	CourseLeaf: Program Admin: Deactivate Program					
Approva	ls/Recommendations	Α	Initiating Interdisciplinary Executive Committee				
Needed:		R	Other Interdisciplinary Units				
		Α	Dean(s)				
	roval Needed	Α	Graduate Academic Affairs Council				
	mmendation	Α	Academic Affairs Council				
I – Info	rmation Only	Α	University Committee/Faculty Senate				
		Α	Provost & Vice Chancellor for Academic Affairs				
		A	Chancellor				
		Ι	UW System Administration & Board of Regents				
			proval Process				
			Jnit Executive Committee prepares a rationale for				
Step 1	discontinuing the degree pro CourseLeaf (see Appendix A		and completes the Deactivate Program form in				
Step 2	If discontinuing the degree impacts units outside the jurisdiction of the initiating Executive Committee, the draft proposal must be reviewed by those Interdisciplinary Unit(s). The chair of the initiating Executive Committee is responsible for sending (electronically) a complete proposal to the chair of the unit(s) impacted. Each unit impacted must respond, in writing, to the request to review the proposal. As the proposal progresses through the approval process, it must include the written documentation from <u>all</u> of the unit(s) consulted.						
Step 3	approved by the initiating E	xecuti	d on the comments received. When a final proposal is ve Committee, the proposal and all supporting e dean for review and approval.				
Step 4	The dean reviews the propo approving the proposal or no documentation are then sent	sal and ot app t to the	d supporting documentation and has the option of roving the proposal. Approved proposals and supporting e Academic Affairs Council (for bachelor's degrees) or cil (for master's or doctoral degrees) for its review and				
Step 5	Council. Approved propos	als are	cademic Affairs Council or Graduate Academic Affairs e forwarded to the chair of the University Committee for posals that are not approved are returned to the dean.				
Step 6	The dean is responsible for presenting the proposal to the Faculty Senate. If the Faculty Senate approves the proposal it is sent to the Provost for review and approval. If <u>not</u> approved by the Faculty Senate the proposal is returned to the appropriate Dean.						
Step 7	institutional approval. If not approved, the proposal is returned to the appropriate Dean.						
Step 8	The proposal and recommendations are reviewed by the Chancellor, who approves or does not approve the discontinuation of the degree.						
Step 9	If approved by the Chancellor, the Provost notifies the initiating Executive Committee, dean, Registrar and SOFAS that the degree program will be discontinued and the effective date of the discontinuation. Students who are currently enrolled in the degree program will be allowed a sufficient amount of time to complete the degree requirements and awarded the degree.						

	The Provost also notifies the UW Associate Vice President for Academic, Faculty, and
Step10	Global Programs that an existing degree program has been discontinued along with the
_	effective date of the action.

### B. 1. Establish a New Major

		blish a disciplinary or interdisciplinary major program of study that is in een Bay and UW System policies and procedures.							
Curricula									
Requiren	Minimum of 30 degree credits including 24 at the unner level								
•	Driginator(s) of								
Approval	Process:	CourseLeaf: Program Admin: Propose New Program							
Approval		A Initiating Faculty Committee							
	endations	R         Other Interdisciplinary Unit Executive Committee(s)							
Needed:		A Dean(s)							
		A Graduate Academic Affairs Council							
	oval Needed	A Academic Affairs Council							
K – Keco	mmendation	A Provost & Vice Chancellor for Academic Affairs							
		A University Committee/Faculty Senate							
		A Chancellor							
		R Program Review Committee							
		A UW System Administration							
		A UW System Board of Regents							
		Approval Process							
Step 1	guidelines es 102 (formerl Program Pla	A faculty committee prepares an a Notice of Intent to Plan a new major following the guidelines established by UW System and described in <i>UW System Administrative Policy</i> 102 (formerly ACIS 1.0) Policy on University of Wisconsin System Array Management: Program Planning, Delivery, Review, and Reporting. Following approval by the dean and Provost, the Provost submits the proposal to the UW System Associate Vice President for							
Step 2	After receiving following the Administrative Array Manag	ng the entitlement to plan, a faculty committee prepares a full proposal e guidelines established by UW System and described in UW System ve Policy 102 (formerly ACIS 1.0) Policy on University of Wisconsin System gement: Program Planning, Delivery, Review, and Reporting (see Appendix letes the Propose New Program in CourseLeaf (see Appendix A).							
Note:	"Stand Alone	If the new major being proposed is intended to have a new Executive Committee (i.e., "Stand Alone" major), the process to establish a new academic unit (as described on page 39 of this Guide) is completed simultaneously with the establishment of a new major							
Step 3	If any courses or other major requirements are outside the jurisdiction of the initiating faculty committee, the draft proposal must be reviewed by the Interdisciplinary Unit(s) that will be impacted by the creation of the new major. The chair of the initiating faculty committee is responsible for sending (electronically) a complete proposal to the chair of the unit(s) impacted. As the proposal progresses through the approval process, it must include written documentation from <u>all</u> of the unit(s) consulted.								
Step 4	The proposal approved by supporting de	The proposal may be revised based on the comments received. When a final proposal is approved by the initiating Interdisciplinary Unit Executive Committee, the proposal and all supporting documentation is forwarded to the dean for review and approval.							
Step 5	approving the	The dean reviews the proposal and supporting documentation and has the option of approving the proposal, not approving the proposal or requesting changes to the proposal. Approved proposals and supporting documentation are sent to the Academic Affairs							

	Council (for undergraduate majors) or Graduate Academic Affairs Council (for graduate
Step 6	majors) for its review and approval. The Academic Affairs Council or Graduate Academic Affairs Council reviews the proposal. Following the AAC or GSC review, an approved proposal is forwarded to the chair of the University Committee for action by the Faculty Senate. (Note: Step #6 and #7 can be done concurrently.) If not approved by the AAC or GSC, the entire proposal packet is returned to appropriate dean(s).
Step 7	Two outside consultants, who have experience with a major program similar to the one being proposed, are contacted by the dean to conduct a review of the proposal. The recommendations of these reviewers are forwarded to the Provost and included with the proposal as it progresses through the approval process.
Step 8	The dean is responsible for presenting the proposal to the Faculty Senate. If the Faculty Senate approves the proposal, it is sent to the Provost for review and approval. If <u>not</u> approved by the Faculty Senate, the proposal is returned to the appropriate dean(s).
Step 9	The Provost reviews the proposal. If approved, it is forwarded to the Chancellor for final institutional approval. If not approved, the proposal is returned to the appropriate dean.
Step 10	The proposal and recommendations are reviewed by the Chancellor, who approves or does not approve the new major.
Step 11	If approved, the Provost forwards the proposal and supporting documentation to a Program Review Committee consisting of a Provost representative, one or two institutional representatives and a UW System representative. The Committee reviews the proposal and submits, through the Provost, a recommendation to the UW System Associate Vice President for Academic Programs and Educational Innovation (APEI).
Step 12	If approved by the UW Associate Vice President for Academic, Faculty, and Global Programs, the proposal is submitted to the UW Board of Regents Education Committee and full Board for approval.
Step 13	If approved by the Board of Regents, the Provost notifies the Office of the Registrar that the new degree has been approved and the effective date of the action.

# **B. 2.** Substantial Modification of Major Requirements

Academic	Action: Modification of m	nore	than 25 percent of the course and/or non-course requirements				
for an exis	ting major. Modifications c	can i	nclude supporting or upper level course requirements, non-				
course req	uirements or changes in any	or cor	nbination of these categories.				
Curricular Requirements:			nimum of 30 credits including 24 at the upper level.				
	r(s) of Process:		erdisciplinary or Disciplinary Executive Committee				
Approval			urseLeaf: Program Admin: Edit Program				
Approval		А	Interdisciplinary Unit Executive Committee				
Recomme		R	Other Interdisciplinary Unit Executive Committee(s)				
Needed:		А	Dean				
		А	Graduate Academic Affairs Council				
A – Appro	oval Needed	А	Academic Affairs Council				
R – Recor	nmendation	А	Provost & Vice Chancellor for Academic Affairs				
I – Infor	mation Only	Ι	UW System Administration				
		Ι	UW System Board of Regents				
		-	Approval Process				
	The chair of the Executive	e Co	mmittee responsible for an existing major prepares a				
			ements of the major and completes the Edit Program form in				
Step 1	Courseleaf(see Appendix	•					
			involve requirements that are outside the jurisdiction of the				
			e, the draft proposal must be reviewed by the other				
G( <b>2</b>			of the initiating faculty committee is responsible for sending				
Step 2			oposal to the chair of the unit(s) impacted. As the proposal				
			al process, it must include written documentation from all of				
	the unit(s) consulted.	L					
	The proposal may be revis	sed l	based on the comments received. When a final proposal is				
Step 3	approved by the initiating Interdisciplinary Unit Executive Committee, the proposal and all						
	supporting documentation is forwarded to the dean for review and approval.						
	The dean reviews the prop	osa	l and supporting documentation and has the option of				
	approving the proposal, not approving the proposal or requesting changes to the proposal.						
Step 4	Approved proposals and supporting documentation are then routed to the Academic Affairs						
	Council (for undergraduate programs) or Graduate Academic Affairs Council (for						
	graduate programs) for its review and approval.						
			locumentation are reviewed by the Academic Affairs Council				
Step 5	or Graduate Academic Affairs Council . Following the AAC or GSC review, an approved						
Step 5	proposal is forwarded to the Provost. If not approved by the AAC or GSC, the entire						
	proposal is returned to Dean.						
			locumentation is reviewed by the Provost. If approved by the				
Step 6	Provost, the chair of the initiating Executive Committee, dean, Registrar and SOFAS are						
Stop 0			im requirements have been modified and the effective date of				
		the change. If not approved by the Provost, the proposal is returned to the dean.					
			Associate Vice President for Academic Programs and				
Step 7			) that modifications of requirements to an existing major				
	have been made and the e	ffect	tive date of the change.				

# **B. 3. Limited Modification of Major Requirements**

	Academic Action: Modification of less than 25 percent of an existing major's course and/or non-					
			tions can include supporting or upper level course requirements or			
		n of th	ese categories.			
	Curricular		imum of 30 degree credits including 24 at the upper level.			
Requirem			intuit of 50 degree creates meruaning 2 r at the upper rever.			
Originato Process:	r(s) of		disciplinary or Disciplinary Executive Committee			
Approval	Process:	Cou	rseLeaf: Program Admin: Edit Program			
Approval		Α	Initiating Executive Committee			
Recomme	endations	R	Other Interdisciplinary/Disciplinary Executive Committee(s)			
Needed:		Α	Dean			
		Α	Graduate Academic Affairs Council			
	oval Needed	Α	Academic Affairs Council			
R – Recor	nmendation	Α	Provost & Vice Chancellor for Academic Affairs			
			erdisciplinary or Disciplinary Executive Committee responsible for an			
Step 1	• •		pares a proposal to modify the requirements and completes the Edit			
			Courseleaf (see Appendix A).			
			difications involve any courses or other major requirements that are			
			tion of the initiating Executive Committee, the proposal must be			
			terdisciplinary Unit(s) that will be impacted by the change in			
Step 2			chair of the initiating faculty committee is responsible for sending			
			omplete proposal to the chair of the unit(s) impacted. As the proposal			
	~ -	-	the approval process, it must include written documentation from <u>all</u> of			
	the unit(s) co					
			be revised based on the comments received. When a final proposal is			
Step 3		approved by the initiating Executive Committee, the proposal and all supporting				
			orwarded to the dean for review and approval.			
			he proposal and supporting documentation and has the option of			
	approving the proposal, not approving the proposal or requesting changes to the proposal.					
Step 4	Approved proposals and supporting documentation are then sent to the Academic Affairs					
	Council (for undergraduate programs) or Graduate Academic Affairs Council (for					
			) for its review and approval.			
			supporting documentation are reviewed by the Academic Affairs Council			
Step 5		Graduate Academic Affairs Council . Following the AAC or GSC review, an approved				
Step 5	<b>.</b> .	al is forwarded to the Provost. If not approved by the AAC or GSC, the proposal is				
	returned to dean.					
			or modification and supporting documentation is reviewed by the			
			ed by the Provost, the chair of the initiating Executive Committee, dean,			
Step 6			AS are notified that the degree program requirements have been			
			ffective date of the change. If not approved by the Provost, the proposal			
	is returned to	the D	Dean.			

### B. 4. Rename a Major

Г

Academic Action: Change the name of an existing major in a manner that is consistent with the policies and procedures of UW-Green Bay and the UW System.						
Curricular Requirements:		Not applicable.				
Originator(s) of Process:		Interdis	ciplinary or Disciplinary Executive Committee			
Approval		CourseI	eaf: Program Admin: Edit Program			
Approval		Α	Initiating Executive Committee			
Recomme	endations	R	Other Disciplinary or Interdisciplinary Units			
Needed:		Α	Dean			
		Α	Graduate Academic Affairs Council			
	oval Needed	Α	Academic Affairs Council			
	nmendation	А	Provost & Vice Chancellor for Academic Affairs			
I – Infori	mation Only	Ι	UW System Administration and Board of Regents			
	1		Approval Process			
Step 1			isciplinary or Disciplinary Executive Committee responsible for an			
Step 1	existing major prepares a rationale for the proposed name change following the Edit Program form in Courseleaf (see Appendix A) and forwards it to the Dean.					
		views the proposal and supporting documentation and, if approved, forwards				
Step 2		the proposal to the Academic Affairs Council (for bachelor's degrees) or Graduate				
•	Academic At	ffairs Cou	incil (for master's or doctoral degrees) for its review and approval.			
Step 3 The proposal and supporting documentation are reviewed by the Academic Affairs or Graduate Academic Affairs Council . Following the AAC or GSC review, an app			porting documentation are reviewed by the Academic Affairs Council c Affairs Council . Following the AAC or GSC review, an approved			
1	proposal is forwarded to the Provost. If not approved by the AAC or GSC, the entire proposal packet is returned to dean.					
The proposed name change and supporting documentation is reviewed by the			ost, the chair of the initiating Executive Committee, dean, Registrar			
Step 4 approved by the Provost, the chain of the initiating Executive Committee, dean, Keg and SOFAS are informed of the decision. If not approved by the Provost, the proporterurned to the dean.			ned of the decision. If not approved by the Provost, the proposal is			
	The Provost	Office als	so notifies the UW Associate Vice President for Academic Programs			
Step 5	and Educational Innovation (APEI) that the name of an existing major will be changed					
•	along with th	along with the effective date of the change.				

### **B. 5.** Discontinue a Major

Academic	c Action: No lor	nger o	ffer an existing major.		
Curricular		Not applicable.			
Requirements:					
Originato Process:	Originator(s) of Process:		rdisciplinary or Disciplinary Executive Committee		
Approval		Cou	rseLeaf: Program Admin: Deactivate Program		
Approval		Α	Initiating Interdisciplinary Executive Committee		
Recomme	endations	R	Other Interdisciplinary/Disciplinary Executive Committee(s)		
Needed:		A	Dean		
A Annr	oval Naadad	A	Graduate Academic Affairs Council		
	oval Needed	A	Academic Affairs Council		
	mation Only	A A	Provost & Vice Chancellor for Academic Affairs University Committee/Faculty Senate		
		A	Chancellor		
		I	UW System Administration and Board of Regents		
		1	Approval Process		
	The chair of ar	n Inter	disciplinary Unit Executive Committee prepares a rationale for		
Step 1			ajor and completes the Deactivate Program form in CourseLeaf (see		
Step 2	If discontinuing the major impacts units outside the jurisdiction of the initiating Executive Committee, the draft proposal must be reviewed by those Interdisciplinary Unit(s). The chair of the initiating Executive Committee is responsible for sending (electronically) a complete proposal to the chair of the unit(s) impacted. Each unit impacted must respond, in writing, to the request to review the proposal. As the proposal progresses through the approval process, it must include the written documentation from <u>all</u> of the unit(s) consulted.				
Step 3	The proposal n approved by th	init	e revised based on the comments received. When a final proposal is iating Executive Committee, the proposal and all supporting warded to the dean for review and approval.		
Step 4	The dean reviews the proposal and supporting documentation and has the option of approving the proposal or not approving the proposal. Approved proposals and supporting documentation are then sent to the Academic Affairs Council (for bachelor's majors) or Graduate Academic Affairs Council (for master's majors) for its review and approval.				
Step 5	The proposal is reviewed by the Academic Affairs Council or Graduate Academic Affairs Council . Approved proposals are forwarded to the chair of the University Committee for action by the Faculty Senate. Proposals that are not approved are returned to the dean.				
Step 6	The dean is responsible for presenting the proposal to the Faculty Senate. If the Faculty Senate approves the proposal, it is sent to the Provost for review and approval. If <u>not</u> approved by the Faculty Senate, the proposal is returned to the dean.				
Step 7	The Provost reviews the proposal. If approved, it is forwarded to the Chancellor for final institutional approval. If not approved, the proposal is returned to the dean.				
Step 8	The proposal and recommendations are reviewed by the Chancellor, who approves or does not approve the proposal and returns the proposal to the Provost.				
Step 9	If approve the proposal and returns the proposal to the Provost. If approved by the Chancellor, the Provost notifies the Office of the Registrar that the major will be discontinued and the effective date of the discontinuation. Students who are currently enrolled in the major will be allowed a sufficient amount of time to complete the major requirements.				

Step 10	The Provost also notifies the UW Associate Vice President that an existing major has been
Step 10	discontinued along with the effective date of the action.

#### C.1. Establish a New Minor

Academic	Action: Esta	blish a i	new minor that is in compliance with UW-Green Bay and UW System			
policies.		.011511 <b>u</b> 1	iew minor that is in compliance with 6 W Green Buy and 6 W System			
Curricular		Minin	num of 18 degree credits including 12 at the upper level. Music, Art			
<b>Requirements:</b>		and Theatre disciplines are exempt from this requirement.				
Originato			· · ·			
Process:		Interd	isciplinary, Disciplinary or Other Executive Committee			
Approval		CourseLeaf: Program Admin: Propose New Program				
Approval		Α	Initiating Faculty Committee			
Recomme	endations	R	Other Interdisciplinary/Disciplinary Executive Committee(s)			
Needed:		Α	Dean			
		Α	Academic Affairs Council			
	oval Needed nmendation	A	Provost & Vice Chancellor for Academic Affairs			
	nation Only	A	Faculty Senate (if no corresponding major)			
I – IIIIOII		Ι	UW System Administration and Board of Regents			
		•,,	Approval Process			
Step 1			e prepares a proposal following the Propose New Program form in			
^	CourseLeaf		ng proposed is intended to have a new Executive Committee (i.e.,			
			r), the process to establish a new academic unit (as described on page			
Note:			completed simultaneously with the establishment of a new minor			
	process.	1100) 15	completed simulateously with the establishment of a new minor			
		the proposed minor involves courses or other requirements that are outside the				
			itiating committee, the proposal must be reviewed by the academic			
Star 2	unit(s) that will be impacted if the minor is approved. The chair of the initiating faculty					
Step 2			sible for sending (electronically) a complete proposal to the chair of the			
	unit(s) impac	cted. A	s the proposal progresses through the approval process, it must include			
		imentation from <u>all</u> of the unit(s) consulted.				
	The proposal may be revised based on the suggestions received. If the proposed minor is					
Step 3	not a "stand alone" minor the appropriate Interdisciplinary and/or Disciplinary Unit					
	Executive Committee must also approve the proposal before it is forwarded to the dean.					
	The dean reviews the proposal and supporting documentation and has the option of					
Step 4	approving the proposal, not approving the proposal or requesting changes to the proposal.					
_	Approved proposals and supporting documentation are sent to the Academic Affairs Council.					
	The proposal and supporting documentation are reviewed by the Academic Affairs					
			osal is approved by the AAC and if there is no existing major with the			
	same title as the proposed minor <u>or</u> if the new minor is intended to have a new Executive					
Step 5	Committee, go to <b>Step 6</b> . If there is a major with the same title and a new executive					
	committee, go to step 0. If there is a major with the same title and a new exceditive committee is not being formed, go to Step 7. [Faculty Senate approval is not required.] If					
	not approved by the AAC, the proposal is returned to appropriate dean(s).					
	<u> </u>		onsible for presenting the proposal to the Faculty Senate. If the			
Step 6	Faculty Sena	ate appr	oves the proposal, it is sent to the Provost for review and approval. If			
			Faculty Senate, the proposal is returned to the appropriate dean.			
			the proposal and, if approved, the initiating executive committee			
Step 7			strar are informed of the decision. If not approved by the Provost, the			
	proposal is r	eturned	to the dean.			

	The Provost Office also notifies the UW Associate Vice President for Academic Programs
Step 8	and Educational Innovation (APEI) that a new minor has been established along with the
_	effective date of the action.

### C. 2. Modify Requirements for a Minor

Academic Action: Modify course or non-course requirements of an existing minor that is in compliance with UW-Green Bay policies.					
Curricular Requirements:		Minimum of 18 degree credits including 12 at the upper level with the exception of the Music, Art and Theatre disciplines.			
Originato Process:			rdisciplinary, Disciplinary or other Executive Committee		
Approva	l Process:	Cou	rseLeaf: Program Admin: Edit Program		
Approval		Α	Minor Executive Committee		
Recomm	endations	R	Other Interdisciplinary or Disciplinary Executive Committee(s)		
Needed:		А	Dean		
		Α	Academic Affairs Council		
	oval Needed mmendation	Α	Provost & Vice Chancellor for Academic Affairs		
			Approval Process		
Step 1	modify requi	ireme	xecutive Committee responsible for the minor prepares a proposal to nts following the Edit Program form in CourseLeaf (see Appendix A).		
Step 2 jurisdiction of impacted by the for sending (el proposal progr			n includes courses or other requirements that are outside of the Executive Committee, the proposal must be reviewed by the unit(s) modifications. The chair of the initiating faculty committee is responsible ronically) a complete proposal to the chair of the unit(s) impacted. As the es through the approval process, it must include written documentation t(s) consulted.		
Step 3	approved by	The proposal may be revised based on the comments received. When a final proposal is approved by the initiating Executive Committee, the proposal and all supporting documentation is forwarded to the dean for review and approval.			
Step 4	The dean reviews the proposal and supporting documentation and has the option of approving the proposal, not approving the proposal or requesting changes to the proposal. Approved proposals and supporting documentation are sent to the Academic Affairs Council.				
Step 5	The proposal and supporting documentation are reviewed by the Academic Affairs Council. Following the AAC review, an approved proposal is forwarded to the Provost. If not approved by the AAC, the proposal is returned to dean.				
Step 6	The proposed minor modification and supporting documentation is reviewed by the Provost. If approved by the Provost, the chair of the initiating Executive Committee, dean Registrar and SOFAS are notified that the degree program requirements have been modified and the effective date of the change. If not approved by the Provost, the proposa is returned to the Dean.				

#### C. 3. Rename a Minor

Academic Action: Change the name of an existing minor with no changes in any of the minor's requirements.					
Curricula Requirem		Not applica	ble.		
Originato Process:	r(s) of	Interdiscipli	inary, Disciplinary or Other Executive Committee		
Approval	Process:	CourseLeaf	: Program Admin: Edit Program		
Approvals		А	Minor Executive Committee		
Recomme	ndations	А	Dean		
Needed:		А	Academic Affairs Council		
		А	Provost & Vice Chancellor for Academic Affairs		
	oval Needed nation Only	Ι	UW System Administration and Board of Regents		
			Approval Process		
Step 1			e Committee responsible for the minor prepares a proposal to ng the Edit Program form in CourseLeaf (see Appendix A).		
Step 2		The Dean reviews the proposal and supporting documentation and, if approved, forwards the Edit Program form to the Academic Affairs Council.			
Step 3	The proposal with supporting documentation is reviewed by the Academic Affairs Council. Following the AAC review, an approved proposal is forwarded to the Provost. If not approved by the AAC, the proposal is returned to dean.				
Step 4	The proposed name change with supporting documentation is reviewed by the Provost. If approved by the Provost, the chair of the initiating Executive Committee, dean, Registrar and SOFAS are informed of the decision. If not approved by the Provost, the proposal is returned to the dean.				
Step 5	The Provost Office notifies the UW Associate Vice President for Academic Programs and Educational Innovation (APEI) that the name of an existing minor will be changed along with the effective date of the change.				

#### C. 4. Discontinue a Minor

Academic	Academic Action: No longer offer an existing minor.						
Curricular							
Requirem	nents:	NOL	Applicable				
Originato Process:	or(s) of	Inte	rdisciplinary, Disciplinary or Other Executive Committee				
Approval	Process:	CourseLeaf: Program Admin: Deactivate Program					
Approval	s/	A Initiating Interdisciplinary Executive Committee					
Recomme	endations	Α	Dean				
Needed:		Α	Academic Affairs Council				
		Α	Provost & Vice Chancellor for Academic Affairs				
	oval Needed	Α	University Committee/Faculty Senate (If a "stand alone" minor)				
	mmendation	Ι	UW System Administration and Board of Regents				
I – Infor	mation Only						
			Approval Process				
			Executive Committee responsible for the minor prepares a rationale for				
Step 1		•	minor as part of the Deactivate Program form in CourseLeaf (see				
	Appendix A						
		•	e minor impacts units outside the jurisdiction of the initiating Executive				
			aft proposal must be reviewed by those Interdisciplinary Unit(s). The				
			ing Executive Committee is responsible for sending (electronically) a				
Step 2			to the chair of the unit(s) impacted. Each unit impacted must respond,				
			equest to review the proposal. As the proposal progresses through the				
		approval process, it must include the written documentation from <u>all</u> of the unit(s)					
	consulted.	I may be revised based on the comments received. When a final proposal is					
Stor 2	A A	•					
Step 3			nitiating Executive Committee, the proposal with all supporting				
			forwarded to the dean for review and approval. the proposal and supporting documentation and has the option of				
Step 4							
Step 4	approving the proposal or not approving the proposal. Approved proposals and supporting						
		documentation are then sent to the Academic Affairs Council for its review and approval. The proposal with supporting documentation is reviewed by the Academic Affairs Council.					
Step 5	If the proposal is approved by the AAC and the minor being proposed for discontinuation is a "stand alone" minor (i.e., has its own executive committee), go to <b>Step 6</b> . If it is not a						
Step 5							
		"stand alone" minor, go to <b>Step 8</b> . [Faculty Senate approval is not required.] If not approved by the AAC, the proposal is returned to appropriate dean(s).					
Step 6	The dean(s) are responsible for presenting the proposal to the Faculty Senate. If the Faculty Senate approves the proposal, it is sent to the Provost for review and approval. If						
Stopo		not approved by the Faculty Senate, the proposal is returned to the appropriate dean.					
			ws the proposal and, if approved, the initiating executive committee				
Step 7			egistrar are informed of the decision. If not approved by the Provost, the				
Step /		proposal is returned to the dean.					
			e also notifies the UW Associate Vice President for Academic Programs				
Step 8			movation (APEI) that an existing minor has discontinued along with the				
r .		effective date of the action.					
J	aut						

			w area of emphasis (or track) within a major or minor program of				
			W-Green Bay and UW System policies.				
Curricular		5	Minimum of 30 degree credits including 24 at upper level.				
Requirem		Minor -	Minimum of 18 degree credits including 12 at upper level				
Originato Process:	or(s) of	Interdis	ciplinary, Disciplinary or Other Executive Committee				
Approval	Process:	Coursel	Leaf: Program Admin: Propose New Program				
Approval	s/	Α	Initiating Executive Committee				
Recomme	endations	R	Other Executive Committee(s)				
Needed:		Α	Dean				
		Α	Graduate Academic Affairs Council				
	oval Needed	Α	Academic Affairs Council				
	nmendation	Α	Provost & Vice Chancellor for Academic Affairs				
I – Infori	mation Only	Ι	UW System Administration and Board of Regents				
			Approval Process				
			tive Committee responsible for the major or minor that will contain				
Step 1	the area of en	mphasis p	prepares a proposal following the Propose New Program form in				
_	CourseLeaf	(see Appe	endix A).				
			f emphasis includes courses or other requirements that are outside of				
	the jurisdicti	on of the	Executive Committee, the proposal must be reviewed by the unit(s)				
Step 2			fications. The chair of the initiating faculty committee is responsible				
Step 2			cally) a complete proposal to the chair of the unit(s) impacted. As the				
		gresses through the approval process, it must include written documentation					
		he unit(s) consulted.					
			revised based on the comments received. When a final proposal is				
Step 3		roved by the initiating Executive Committee, the proposal and all supporting					
	documentation is forwarded to the dean for review and approval.						
		The dean reviews the proposal and supporting documentation and has the option of					
	approving the proposal, not approving the proposal or requesting changes to the proposal.						
Step 4	Approved proposals and supporting documentation are then sent to the Academic Affairs						
	Council (for undergraduate programs) or Graduate Academic Affairs Council (for						
			r its review and approval.				
	The proposal with supporting documentation is reviewed by the Academic Affairs Council						
Step 5	or Graduate Academic Affairs Council. Following the AAC or GSC review, an approved						
I	· ·	proposal is forwarded to the Provost. If not approved by the AAC or GSC, the proposal is					
	returned to dean.						
	A A		emphasis is reviewed by the Provost. If approved by the Provost, the				
Step 6			Executive Committee, dean, Registrar and SOFAS are informed of				
			proved by the Provost, the proposal is returned to the dean.				
Step 7			tifies the UW Associate Vice President for Academic Programs and				
1	Educational Innovation (APEI) that the name a new area of emphasis has been established.						

### **D. 1. Establish an Area of Emphasis (or Track)**

### **D. 2.** Modify Requirements of an Area of Emphasis (or Track)

			urse or non-course requirements that are part of an area of emphasis (or	
track) within a major or minor program of study in a manner consistent with UW System and UW-				
Green Bay policies.				
Curricular Requirements:		Min	imum of 30 degree credits including 24 at the upper level.	
Originato Process:	or(s) of	Inter	disciplinary, Disciplinary or Other Executive Committee	
Approval	Process:	Cou	rseLeaf: Program Admin: Edit Program	
Approval		Α	Initiating Executive Committee	
Recomme	endations	R	Other Executive Committee(s)	
Needed:		Α	Dean	
		Α	Graduate Academic Affairs Council	
	oval Needed	Α	Academic Affairs Council	
	mmendation	Α	Provost & Vice Chancellor for Academic Affairs	
I – Infori	mation Only	Ι	UW System Administration and Board of Regents	
			Approval Process	
			ecutive Committee responsible for the area of emphasis prepares a	
Step 1	proposal to r Appendix A	-	requirements following the Edit Program form in CourseLeaf (see	
Step 2	If the proposed change(s) includes courses or other requirements that are outside of the jurisdiction of the Executive Committee, the proposal must be reviewed by the unit(s) impacted by the modifications. The chair of the initiating faculty committee is responsible for sending (electronically) a complete proposal to the chair of the unit(s) impacted. As the proposal progresses through the approval process, it must include written documentation			
Step 3	from all of the unit(s) consulted.The proposal may be revised based on the comments received. When a final proposal is approved by the initiating Executive Committee, the proposal and all supporting documentation is forwarded to the dean for review and approval.			
Step 4	The dean reviews the proposal and supporting documentation and has the option of approving the proposal, not approving the proposal or requesting changes to the proposal. Approved proposals and supporting documentation are then sent to the Academic Affairs Council (for undergraduate programs) or Graduate Academic Affairs Council (for graduate programs) for its review and approval.			
Step 5	The proposal with supporting documentation is reviewed by the Academic Affairs Council or Graduate Academic Affairs Council . Following the AAC or GSC review, an approved proposal is forwarded to the Provost. If not approved by the AAC or GSC, the proposal is returned to Dean.			
Step 6	The proposed changes are reviewed by the Provost. If approved by the Provost, the chair of the initiating Executive Committee, Dean, Registrar and SOFAS are informed of the decision. If not approved by the Provost, the proposal is returned to the Dean.			

Academic	Action: No l	ongei	offer an existing area of emphasis (or track) within a major or minor.			
Curricular						
<b>Requirements:</b>		Not	applicable.			
Originato	r(s) of	Into	Interdisciplinary Disciplinary of Other Description Oceanity of			
<b>Process:</b>		Interdisciplinary, Disciplinary or Other Executive Committee				
Approval	Process:	CourseLeaf: Program Admin: Deactivate Program				
Approvals		Α	Initiating Executive Committee			
Recomme	ndations	R	Other Executive Committee(s)			
Needed:		Α	Dean			
		Α	Graduate Academic Affairs Council			
	oval Needed	Α	Academic Affairs Council			
	nmendation	Α	Provost & Vice Chancellor for Academic Affairs			
I – Inforr	nation Only	Ι	UW System Administration & Board of Regents			
	<b>I</b>		Approval Process			
~ .			Executive Committee responsible for the area of emphasis prepares a			
Step 1			ntinuing it as part of the Deactivate Program form in CourseLeaf (see			
	Appendix A					
			e area of emphasis would impact other academic units, the proposal must			
Stor 2		be reviewed by the unit(s) impacted. The chair of the initiating faculty committee is				
Step 2		responsible for sending (electronically) a complete proposal to the chair of the unit(s)				
		impacted. As the proposal progresses through the approval process, it must include written documentation from all of the unit(s) consulted.				
			be revised based on the comments received. When a final proposal is			
Step 3	approved by the initiating Executive Committee, the proposal with all supporting					
Step 5	documentation is forwarded to the dean for review and approval.					
	The dean reviews the proposal and supporting documentation and has the option of					
	approving the proposal, not approving the proposal or requesting changes to the proposal.					
Step 4	Approved proposals and supporting documentation are then sent to the Academic Affairs					
	Council (for undergraduate programs) or Graduate Academic Affairs Council (for					
	graduate programs) for its review and approval.					
	The proposal with supporting documentation is reviewed by the Academic Affairs Council					
Step 5	or Graduate Academic Affairs Council . Following the AAC or GSC review, an approved					
Step 5	proposal is forwarded to the Provost. If not approved by the AAC or GSC, the proposal is					
	returned to d					
	The proposal is reviewed by the Provost. If approved by the Provost, the chair of the					
Step 6	initiating Executive Committee, Dean, Registrar and SOFAS are informed of the decision.					
			the Provost, the proposal is returned to the dean.			
Step 7			e notifies the UW Associate Vice President for Academic Programs and			
Step /	Educational	Innovation (APEI) that an area of emphasis is being discontinued.				

### **D. 3.** Discontinue an Area of Emphasis (or Track)

#### E. 1. Establish a Certificate Program

		blish	a new Certificate Program that is in compliance with UW-Green Bay and	
UW System policies. Curricular Requirements:		Minimum of 12 required credits in any combination of lower and upper level courses. May be associated with an academic program. Certificate not associated with academic programs (i.e. stand-alone certificates) must demonstrate increased employability or enhanced professional qualifications for recipients of the certificate. Nine credits or one half the total required credits, whichever is greater, in residency at UWGB. Minimum GPA of 2.0.		
Originato Process:	or(s) of		rdisciplinary or Disciplinary Executive Committee	
Approval	Process:	Cou	rseLeaf: Program Admin: Propose New Program	
Approval		A	Initiating Executive Committee	
Recomme		R	Other Interdisciplinary or Disciplinary Executive Committee(s)	
Needed:		A	Dean	
		A	Graduate Academic Affairs Council	
A – Appr	oval Needed	A	Academic Affairs Council	
	nmendation	A	Provost & Vice Chancellor for Academic Affairs	
	mation Only	I	Chancellor	
		I	UW System Administration and Board of Regents	
		1	Approval Process	
Step 1	<ul> <li>The chair of the initiating Executive Committee prepares a proposal following the directions provided as part of the Propose New Program form in CourseLeaf (see Appendix A).</li> <li>If the proposed certificate includes courses or other requirements that are outside of the jurisdiction of the initiating Executive Committee, the proposal must be reviewed by the</li> </ul>			
Step 2	unit(s) impacted by the modifications. The chair of the initiating Executive Committee is responsible for sending (electronically) a complete proposal to the chair of the unit(s) impacted. As the proposal progresses through the approval process, it must include written documentation from <u>all</u> of the unit(s) consulted.			
Step 3	The proposal may be revised based on the comments received. When a final proposal is approved by the initiating Executive Committee, the proposal and all supporting documentation is forwarded to the dean for review and approval.			
Step 4	The dean reviews the proposal and supporting documentation and has the option of approving the proposal, not approving the proposal or requesting changes to the proposal. Approved proposals and supporting documentation are then routed to the appropriate governance committees.			
Step 5	governance c	comm late A	fairs Council or Graduate Academic Affairs Council should be the last ittee to review the proposal. <u>Affairs Council</u> – if the proposal involves a graduate program. <u>Affairs Council</u> – if the proposal involves an undergraduate program.	
			C or GSC review, an approved proposal is forwarded to the Provost. If he AAC or GSC, the proposal is returned to appropriate Dean(s).	

Step 6	The proposal is reviewed by the Provost. If approved by the Provost, the chair of the initiating Executive Committee, dean, Chancellor, Registrar and SOFAS are informed of the decision. If not approved by the Provost, the proposal is returned to the dean.
Step 7	The Provost Office notifies the UW Associate Vice President for Academic Programs and Educational Innovation (APEI) that a certificate program has been established.

# E. 2. Modify Requirements for a Certificate Program

			burse or non-course requirements of a Certificate program that is in Bay policies.	
compliance with UW-Gr Curricular Requirements:		Minimum of 12 required credits in any combination of lower and upper level courses.May be associated with an academic program. Certificate not associated with academic programs (i.e. stand-alone certificates) must demonstrate increased employability or enhanced professional qualifications for recipients of the certificate.Nine credits or one half the total required credits, whichever is greater, in residency at UWGB. Minimum GPA of 2.0.		
Originato Process:	r(s) of		rdisciplinary, Disciplinary or other Executive Committee	
Approval	Process:	Cou	rseLeaf: Program Admin: Edit Program	
Approval		Α	Certificate Executive Committee	
Recomme		R	Other Interdisciplinary or Disciplinary Executive Committee(s)	
Needed:		Α	Dean	
		Α	Graduate Academic Affairs Council	
	oval Needed	Α	Academic Affairs Council	
R – Recor	nmendation	А	Provost & Vice Chancellor for Academic Affairs	
			Approval Process	
Step 1		f the Executive Committee responsible for the Certificate Program prepares a		
F		lowing the Edit Program form in CourseLeaf (see Appendix A).		
Step 2	If the proposed changes include courses or other requirements that are outside of the jurisdiction of the Executive Committee, the proposal must be reviewed by the unit(s) impacted by the modifications. The chair of the initiating faculty committee is responsible for sending (electronically) a complete proposal to the chair of the unit(s) impacted. As the proposal progresses through the approval process, it must include written documentation from <u>all</u> of the unit(s) consulted.			
Step 3	The proposal may be revised based on the comments received. When a final proposal is approved by the initiating Executive Committee, the proposal and all supporting documentation is forwarded to the dean for review and approval.			
Step 4	The dean reviews the proposal and supporting documentation and has the option of approving the proposal, not approving the proposal or requesting changes to the proposal. Approved proposals and supporting documentation are then routed to the appropriate governance committees.			
Step 5	The Academ governance of <u>Gradu</u>	ic Af comm late A	fairs Council or Graduate Academic Affairs Council should be the last ittee to review the proposal. <u>Affairs Council</u> – if the proposal involves a graduate program. <u>Affairs Council</u> – if the proposal involves an undergraduate program.	
			C or GSC review, an approved proposal is forwarded to the Provost. If he AAC or GSC, the proposal is returned to appropriate dean(s).	

	The proposal is reviewed by the Provost. If approved by the Provost, the chair of the
Step 6	initiating Executive Committee, dean, Registrar and SOFAS are informed of the decision.
_	If not approved by the Provost, the proposal is returned to the Dean.

Academi	c Action: No l	onger off	er an existing Certificate Program.				
Curricular							
<b>Requirements:</b>		Not Applicable					
Originator(s) of		Interdisciplines Disciplines on Other Free seties Committee					
<b>Process:</b>		Interdisciplinary, Disciplinary or Other Executive Committee					
Approva	l Process:	Coursel	Leaf: Program Admin: Deactivate Program				
Approva		Α	Initiating Interdisciplinary Executive Committee				
	endations	Α	Dean				
Needed:		Α	Graduate Academic Affairs Council				
		Α	Academic Affairs Council				
	oval Needed	Α	Provost & Vice Chancellor for Academic Affairs				
	mmendation	Ι	Chancellor				
I – Info	rmation Only	Ι	UW System Administration and Board of Regents				
			Approval Process				
Step 1			utive Committee responsible for the Certificate Program prepares a				
Step 1	proposal foll	owing the	e Deactivate Program form in CourseLeaf (see Appendix A).				
			ertificate program would impact units outside of the jurisdiction of the				
			, the proposal must be reviewed by the unit(s) impacted by the				
Step 2		discontinuation. The chair of the initiating faculty committee is responsible for sending					
Step 2		lectronically) a complete proposal to the chair of the unit(s) impacted. As the proposal					
		progresses through the approval process, it must include written documentation from <u>all</u> of					
	the unit(s) co						
	The proposal may be revised based on the comments received. When a final proposal is						
Step 3	approved by the initiating Executive Committee, the proposal and all supporting						
			varded to the dean for review and approval.				
	The dean reviews the proposal and supporting documentation and has the option of						
Step 4	approving the proposal, not approving the proposal or requesting changes to the proposal.						
~~- <u>r</u>	If approved, the proposal and supporting documentation is then routed to the appropriate						
	governance committees.						
			s Council or Graduate Academic Affairs Council should be the last				
	governance committee to review the proposal.						
Step 5	• <u>Graduate Academic Affairs Council</u> – if the proposal involves a graduate program.						
*	<ul> <li><u>Academic Affairs Council</u> – if the proposal involves an undergraduate program.</li> </ul>						
	Following the AAC or GSC review an approved proposal is forwarded to the Propost If						
	Following the AAC or GSC review, an approved proposal is forwarded to the Provost. If not approved by the AAC or GSC, the proposal is returned to appropriate dean(s).						
Step 6		The proposal is reviewed by the Provost. If approved by the Provost, the chair of the initiating Executive Committee dean Registrar and SOEAS are informed of the decision					
Supo	initiating Executive Committee, dean, Registrar and SOFAS are informed of the decision. If not approved by the Provost, the proposal is returned to the dean.						
			tifies the UW Associate Vice President for Academic Programs and				
Step 7		I Innovation (APEI) that a certificate program has been deactivated.					
	Equivational mnovation (AFEI) mat a certificate program has been deactivated.						

### E. 3. Discontinue a Certificate Program

Academic Action: Modify the institution's General Education Program structure or learning outcomes.				
Curricula Requiren	nents:	See current Undergraduate Catalog.		
Originato Process:	or of	General Education Council		
Approva	Process:	Registrar – CourseLeaf: Catalog: General Education: Edit Page		
		A General Education Council		
		R Interdisciplinary Units		
		A University Committee/Faculty Senate		
		A Provost & Vice Chancellor for Academic Affairs		
		I Chancellor		
		I UW System Administration and Board of Regents		
	-1	Approval Process		
		an General Education Council prepares a proposal to modify existing program		
Step 1	requirements			
Step 2	The proposal must be reviewed by the unit(s) impacted by the changes to the program. The chair of the General Education Council is responsible for sending (electronically) a complete proposal to the chair of the unit(s) impacted. As the proposal progresses through the approval process, it must include written documentation from <u>all</u> of the unit(s) consulted.			
Step 3	The proposal may be revised based on the comments received. When approved by the General Education Council, it is forwarded to the University Committee for action by the Faculty Senate.			
Step 4	The Faculty Senate acts on the proposal and informs the Provost and Vice Chancellor for Academic Affairs of the result of the vote.			
Step 5	If the proposal is approved by the Faculty Senate, the Provost reviews the proposal and, if approved, notifies the Office of the Registrar that the degree program requirements have been modified and the effective date of the change. If not approved by the Faculty Senate, the proposal is returned to the General Education Council.			

### F. 1. Modify General Education Program

#### G. 1. Establish New Cooperative Program

Academic Action: Offer an existing program cooperatively with another UW Institution that leads to the awarding of a bachelor's or master's degree that is in compliance with UW-Green Bay and UW System policies.

System po	licies.		
Curricular Requirements:		Bachelor's Degree: minimum of 120 degree credits; 30 credits in residence; satisfaction of UWGB general education and major requirements; minimum of 2.0 cumulative grade-point average. Master's Degree: No specific requirements.	
Originato Process:	r of	Interdisciplinary Unit Executive Committee	
Approval	Process:	CourseLeaf: Program Admin: Propose New Program	
Approval		A Initiating Interdisciplinary Unit Executive Committee	
Recomme		R Other Interdisciplinary Unit Executive Committee(s)	
Needed:		A Dean(s)	
		R General Education Council (see Step 4 below)	
A – Appro	oval Needed	A Graduate Academic Affairs Council	
	nmendation	A Academic Affairs Council	
		A Provost & Vice Chancellor for Academic Affairs	
		A University Committee/Faculty Senate	
		A Chancellor	
		A UW System Administration	
		A UW System Board of Regents	
		Approval Process	
Step 1 Step 2	<ul> <li>A faculty committee prepares an a Notice of Intent to Plan" a new major following the guidelines established by UW System and described in UW System Administrative Policy 102 (formerly ACIS 1.0) Policy on University of Wisconsin System Array Management: Program Planning, Delivery, Review, and Reporting. Following approval by the dean and Provost, the Provost submits the proposal to the UW System Associate Vice President for Academic Programs and Educational Innovation (APEI).</li> <li>If the proposed cooperative program will impact units outside of the jurisdiction of the initiating Executive Committee, the proposal must be reviewed by the unit(s) impacted by the new program. The chair of the initiating faculty committee is responsible for sending</li> </ul>		
	progresses through the approval process, it must include written documentation t the unit(s) consulted.		
Step 3	The proposal may be revised based on the comments received. When a final proposal is approved by the initiating Interdisciplinary Unit Executive Committee, the proposal and all supporting documentation is forwarded to the dean for review and approval.		
Step 4	The dean reviews the proposal and supporting documentation and has the option of approving the proposal, not approving the proposal or requesting changes to the proposal. Approved proposals and supporting documentation are then routed to the appropriate governance committees. The Academic Affairs Council (for undergraduate programs) or Graduate Academic Affairs Council (for graduate programs) should be the last governance committee to review the proposal.		
	gene	<u>l Education Council</u> – if the degree involves changes to the institution's al education requirements. <u>the Academic Affairs Council</u> – if the proposal involves a graduate program.	

	<ul> <li><u>Academic Affairs Council</u> – if the proposal involves an undergraduate program.</li> </ul>
	Following the AAC or GSC review, an approved proposal is forwarded to the chair of the University Committee for action by the Faculty Senate. If not approved by the AAC or GSC, the proposal is returned to appropriate dean(s).
Step 5	The dean is responsible for presenting the proposal to the Faculty Senate. If the Faculty Senate approves the proposal, it is sent to the Provost for review and approval. If <u>not</u> approved by the Faculty Senate, the proposal is returned to the appropriate dean(s).
Step 6	The Provost reviews the proposal. If approved, it is forwarded to the Chancellor for final institutional approval. If not approved, the proposal is returned to the appropriate dean.
Step 7	The proposal and recommendations are reviewed by the Chancellor, who approves or does not approve the new cooperative program and returns the <i>Form G Cooperative Program Cover Sheet</i> and supporting documentation to the Provost.
Step 8	If approved, the Provost forwards the proposal and supporting documentation to the UW System Associate Vice President for Academic Programs and Educational Innovation (APEI) for approval.
Step 9	If approved by the UW Associate Vice President, the proposal is submitted to the UW Board of Regents Education Committee and full Board for approval.
Step 10	If approved by the Board of Regents, the Provost notifies the Office of the Registrar that the new cooperative program has been approved and when it should be officially implemented.

Academic Action: No longer offer an existing Cooperative Program.					
Curricular		Not Ap	alicable		
Requiren		Not Ap			
Originato	or(s) of	Interdis	ciplinary, Disciplinary or Other Executive Committee		
Process:	- D				
Approva			Leaf: Program Admin: Deactivate Program		
Approval		A	Initiating Interdisciplinary Executive Committee		
Recomme Needed:	endations	A	Other Interdisciplinary or Disciplinary Units		
Ineeded:		A			
A Anny	oval Needed	A	Provost & Vice Chancellor for Academic Affairs		
	mation Only	I I	Chancellor		
1 11101			UW System Administration and Board of Regents		
	The choir of	the Error	Approval Process		
Step 1		The chair of the Executive Committee responsible for the Cooperative Program prepares a			
Step 1	proposal to discontinue it following the Deactivate Program form in Courseleaf (see Appendix A).				
	If discontinu	ing the co	opperative program would impact units outside of the jurisdiction of		
			ttee, the proposal must be reviewed by the unit(s) impacted by the		
Step 2	discontinuation. The chair of the initiating faculty committee is responsible for sending				
Step 2	(electronically) a complete proposal to the chair of the unit(s) impacted. As the proposal				
	progresses through the approval process, it must include written documentation from <u>all</u> of				
	the unit(s) consulted.				
Q4		The proposal may be revised based on the comments received. When a final proposal is			
Step 3		the initiating Executive Committee, the proposal and all supporting on is forwarded to the dean for review and approval.			
			**		
Step 4	The dean reviews the proposal and supporting documentation and has the option of approving the proposal or not approving the proposal. If approved, the proposal and				
Step 4	supporting documentation is then routed to the Provost.				
	The Provost reviews the proposal and, if approved, notifies the Office of the Registrar that				
Step 5	the cooperat	ive progra	am is being discontinued and the effective date of the action. If not		
		e proposal is returned to the Dean(s).			
	11		so notifies the Chancellor and UW Associate Vice President for		
Step 6	Academic, Faculty, and Global Programs that the cooperative program has been				
•			th the effective date of the action.		

#### G. 2. Discontinue a Cooperative Program

H. 1. Offer an	Existing	Degree	Program	<b>Off-Campus</b>
		- 8	- <del>.</del> .	

			ll course and other requirements for an existing degree program
at a locati	on that is not on		
Curricular Requirements:		satisfaction minimum G	Degree: minimum of 120 degree credits; 30 credits in residence; of UWGB general education and major requirements; BPA of 2.0. egree: Typically 30-36 credits; minimum GPA of 3.0. Doctoral
			pically 54-72 credits; minimum GPA of 3.0.
Originato Process:	or of		inary Unit Executive Committee
Approval	l Process:	CourseLeaf	Program Admin: Edit Program
Approval	ls/	А	Interdisciplinary Unit Executive Committee
	endations	R	Other Unit Executive Committee(s)
Needed:		А	Dean(s)
		А	Graduate Academic Affairs Council
	oval Needed	А	Academic Affairs Council
	mmendation	A	Provost & Vice Chancellor for Academic Affairs
I – Infor	mation Only	А	Chancellor
		A	UW System Administration
		Ι	UW System Board of Regents
			Approval Process
Step 1 Step 2	<ul> <li>The chair of the Executive Committee responsible for the degree program prepares a proposal to offer a degree program off campus as part of the Edit Program form in CourseLeaf (see Appendix A).</li> <li>If the degree program includes courses or other requirements that are outside of the jurisdiction of the Executive Committee, the proposal must be reviewed by the unit(s) impacted by the modifications. The chair of the initiating faculty committee is responsible for sending (electronically) a complete proposal to the chair of the unit(s) impacted. As the proposal progresses through the approval process, it must include written documentation</li> </ul>		
Step 3	from all of the unit(s) consulted.The proposal may be revised based on the comments received. When a final proposal is approved by the initiating Executive Committee, the proposal and all supporting documentation is forwarded to the Dean for review and approval.		
Step 4	The dean reviews the proposal and supporting documentation and has the option of approving the proposal, not approving the proposal or requesting changes to the proposal. Approved proposals and supporting documentation are then sent to the Academic Affairs Council (for undergraduate programs) or Graduate Academic Affairs Council (for graduate programs) for its review and approval.		
Step 5	The proposal with supporting documentation is reviewed by the Academic Affairs Council or Graduate Academic Affairs Council . Following the AAC or GSC review an approved proposal, is forwarded to the Provost. If not approved by the AAC or GSC, the proposal is returned to dean.		
Step 6	The Provost reviews the proposal. If approved, it is forwarded to the Chancellor for final institutional approval. If not approved, the proposal is returned to the appropriate dean.		
Step 7	The proposal a not approve th		ndations are reviewed by the Chancellor, who approves or does

Step 8	If approved, the Provost forwards the proposal and supporting documentation to the UW Associate Vice President for Academic Programs and Educational Innovation (APEI) for approval.
Step 9	If approved by the UW Associate Vice President, the Provost notifies the chair of the initiating Executive Committee, Dean, Registrar and SOFAS of the approval.

Academic Action: No longer offer an existing off-campus degree program.				
Curricular		Not App	licable	
Requirem		not rp		
Originato	r(s) of	Interdise	ciplinary Executive Committee	
Process:	D		1 2	
Approval			eaf: Program Admin: Deactivate Program	
Approval		A	Initiating Interdisciplinary Executive Committee	
Recomme Needed:	endations	A	Dean	
	aval Naadad	A	Provost & Vice Chancellor for Academic Affairs	
	oval Needed nmendation	Ι	Chancellor	
	mation Only	Ι	UW System Administration and Board of Regents	
	<b>-</b>		Approval Process	
			tive Committee responsible for the Off-Campus Degree Program	
Step 1			discontinue the program following the directions provided as part of	
		Form H Off-Campus Degree Program Cover Sheet (see Appendix A).		
			ne off-campus track of the program would impact units outside of the	
	jurisdiction of the Executive Committee, the proposal must be reviewed by the unit(s)			
Step 2	impacted. The chair of the initiating faculty committee is responsible for sending			
1	(electronically) a complete proposal to the chair of the unit(s) impacted. As the proposal			
	progresses through the approval process, it must include written documentation from <u>all</u> of the unit(s) consulted.			
	When a final proposal is approved by the initiating Executive Committee, the proposal with			
Step 3	all supporting documentation is forwarded to the dean for review and approval.			
	The dean reviews the proposal and supporting documentation and has the option of			
Step 4	approving the proposal or not approving the proposal. Approved proposals and supporting			
			n sent to the Provost for review and approval.	
	The propose	d changes	are reviewed by the Provost. If approved by the Provost, the	
Step 5			of the initiating Executive Committee, dean, Registrar and SOFAS	
Step 5		of the de	cision. If not approved by the Provost, the proposal is returned to the	
	dean.			
			to notifies the UW Associate Vice President for Academic, Faculty,	
Step 6			that the off-campus program has been discontinued along with the	
	effective date	e of the ac	ction.	

#### H. 2. Discontinue an Off-Campus Degree Program

# I.1. Offer an Existing Degree or Certificate Program Via Distance Education

Academi	c Action: Establ	ish a me	chanism for offering an existing degree or certificate program using	
distance e	education metho			
Curricular Requirements:		substar	ee or certificate program is considered distance education when a tial number of credit hours (fifty percent or more of the courses for gram) will be delivered through distance education.	
Originat	or of Process:	Interdisciplinary/Disciplinary Unit Executive Committee		
	l Process:		Leaf: Program Admin: Edit Program	
Approva		Α	Initiating Executive Committee	
Recomm	endations	R	Other Interdisciplinary Unit Executive Committee(s)	
Needed:		Α	Dean(s)	
		Α	Graduate Academic Affairs Council	
	roval Needed	Α	Academic Affairs Council	
	mmendation	Α	Provost & Vice Chancellor for Academic Affairs	
I – Infor	mation Only	Α	Chancellor	
		Α	UW System Administration	
		Ι	UW System Board of Regents	
			Approval Process	
			tive Committee that will be responsible for the distance education	
Step 1			ogram prepares a proposal as part of the Edit Program form in	
	Courseleaf (s			
Step 2	If the degree/certificate program includes courses or other requirements that are outside of the jurisdiction of the Executive Committee, the proposal must be reviewed by the unit(s) impacted by the modifications. The chair of the initiating faculty committee is responsible for sending (electronically) a complete proposal to the chair of the unit(s) impacted. As the proposal progresses through the approval process it must include written documentation			
Step 3	from all of the unit(s) consulted.The proposal may be revised based on the comments received. When a final proposal is approved by the initiating Executive Committee, the proposal and all supporting documentation is forwarded to the dean for review and approval.			
Step 4	The dean reviews the proposal and supporting documentation and has the option of approving the proposal, not approving the proposal or requesting changes to the proposal. Approved proposals and supporting documentation are then sent to the Academic Affairs Council (for undergraduate programs) or Graduate Academic Affairs Council (for graduate programs) for its review and approval.			
Step 5	The proposal with supporting documentation is reviewed by the Academic Affairs Council or Graduate Academic Affairs Council . Following the AAC or GSC review, an approved proposal is forwarded to the Provost. If not approved by the AAC or GSC, the proposal is returned to dean.			
Step 6	The Provost reviews the proposal. If approved, it is forwarded to the Chancellor for final institutional approval. If not approved, the proposal is returned to the appropriate dean.			
Step 7	The proposal and recommendations are reviewed by the Chancellor, who approves or does not approve the new degree.			
Step 8	If approved, t	If approved, the Provost Office forwards the proposal and supporting documentation to the UW Associate Vice President for Academic Programs and Educational Innovation (APEI).		

	If approved by the UW Associate Vice President, the Provost notifies the chair of the
Step 9	initiating Executive Committee, Dean, Registrar and SOFAS are informed that the program
-	has been approved along with the effective date of the action.

Academic Action: No longer offer an existing distance education degree program.					
Curricular					
Requirem	<b>Requirements:</b>		blicable		
Originato	or(s) of	Tutudia	inlinear Dissiplinear of Other Freedom Committee		
Process:		Interdise	ciplinary, Disciplinary or Other Executive Committee		
Approval	Process:	CourseI	eaf: Program Admin: Deactivate Program		
Approval		Α	Initiating Interdisciplinary Executive Committee		
Recomme	endations	Α	Dean		
Needed:		Α	Provost & Vice Chancellor for Academic Affairs		
		Ι	Chancellor		
	oval Needed	Ι	UW System Administration and Board of Regents		
I – Infori	mation Only				
	T		Approval Process		
	The chair of the Executive Committee responsible for the distance education program				
Step 1	prepares a proposal to discontinue the program following the Deactivate Program form in				
	CourseLeaf				
			he distance education program would impact units outside of the		
			cutive Committee, the proposal must be reviewed by the unit(s)		
Step 2	impacted. The chair of the initiating faculty committee is responsible for sending				
	(electronically) a complete proposal to the chair of the unit(s) impacted. As the proposal				
	progresses through the approval process, it must include written documentation from <u>all</u> of the unit(a) consulted				
	the unit(s) consulted.				
Step 3	When the proposal is approved by the initiating Executive Committee, the proposal with all				
	supporting documentation is forwarded to the dean for review and approval.				
Step 4	The dean reviews the proposal and supporting documentation and has the option of approving or not approving the proposal. Approved proposals and supporting				
Step 4	documentation are then sent to the Provost for review and approval.				
	The proposed changes are reviewed by the Provost. If approved by the Provost, the Chancellor, chair of the initiating Executive Committee, Dean, Registrar, and SOFAS are				
Step 5					
	informed of the decision. If not approved by the Provost, the proposal is returned to the dean.				
		Office als	so notifies the UW Associate Vice President for Academic Programs		
Step 6			vation (APEI) that the distance program has been discontinued along		
			of the action.		
L		en e uut	of the worldh.		

#### I. 2. Discontinue a Distance Education Program

#### J. 1. Establish an Articulation Agreement with a Non-UW Institution

Academic Action: Establish a formal agreement with a non-UW institution that will allow a graduate of the institution to transfer into a UW-Green Bay degree program under the conditions articulated in the agreement.

the agreen					
Curricular Requirements:		Variab	le depending upon the degree requirements.		
Originato Process:		Interdi	sciplinary Unit Executive Committee		
Approval	l Form:	Form J	- Articulation Agreement Cover Sheet		
Approval		Α	Initiating Interdisciplinary Unit Executive Committee		
Recomme		R	Transfer Services Coordinator		
Needed:		Α	Dean(s)		
		R	Special Assistant to the Vice Chancellor for Business and Finance		
	oval Needed	Α	Provost & Vice Chancellor for Academic Affairs		
	mmendation	Ι	Chancellor		
I – Infor	mation Only	Ι	UW System Administration/ Board of Regents		
		Ι	Graduate Academic Affairs Council		
		Ι	Academic Affairs Council		
		Ι	UC and Faculty Senate		
		Ι	General Education Council		
			Approval Process		
			it Executive Committee, Dean, or Provost prepares a proposal		
			established by UW System and described in UW System		
Step 1	Administrative Policy 140 (formerly ACIS 6.2) UW System Guidelines For Articulation				
	-	Agreements Between UW System Institutions And WTCS Districts (see Appendix B) and			
	completes the Form J Articulation Agreement Cover Sheet (see Appendix A).				
~ •	The proposal is sent to the Transfer Services Coordinator for review. The Transfer				
Step 2	Services Coordinator assists the preparers to accurately identify courses that will transfer				
	and how they will transfer.				
		The Dean reviews the proposal and may request changes. When approved by the Dean, the			
Step 3	· ·	proposal is submitted to the Provost and Vice Chancellor for Academic Affairs for			
_		approval. If not approved, the proposal is returned to the Executive Committee that			
	developed the proposal.				
Step 4	The Provost shares the proposal with the Special Assistant to the Vice Chancellor for Business and Finance to assess any liabilities involved with the agreement. Revisions may				
ысрт	business and Finance to assess any natimites involved with the agreement. Revisions may be requested.				
	The Provost reviews the proposal and all recommendations and, if approved, obtains all				
Step 5	necessary approval signatures from the institution(s) participating in the agreement. If not				
· · · r -	approved, the proposal is returned to the Dean.				
	If approved by the Provost and after all necessary signatures are obtained, the Provost				
	sends the completed agreement to the UW System Office of Academic and Student				
Step 5	Services prior to implementation. When the review process is complete, ACSS will notify				
		the UW Institution, forward a copy of the agreement to WTCS and add the agreements to			
the TIS list of articulation agreements.					
			ACSS, the Provost notifies the Office of the Registrar that a new		
Step 6	program-to-program agreement has been established. In addition, for informational				
Step 0			ost and Vice Chancellor for Academic Affairs forwards a copy of		
	the agreement t	o the cha	irs of the University Committee, Academic Affairs Council (for		

	undergraduate programs) or Graduate Academic Affairs Council (for graduate programs),	1
	and General Education Council.	

# J. 2. Establish a Memorandum of Understanding with a Non-UW Institution

Academic Action: Establish a partnership between two or more institutions that generally does not include any degree program or course transferability components.					
		n or cours	se transferability components.		
Curricular		No spe	No specific requirements.		
Requiren			*		
Originato Process:	0r 01	Interdia	sciplinary Unit Executive Committee		
	Forme	Eorm I	<ul> <li>Articulation Agreement Cover Sheet</li> </ul>		
Approval		A	Initiating Interdisciplinary Unit Executive Committee		
Approval Recomme		A	Dean(s)		
Needed:	liuations	R	Special Assistant to the Vice Chancellor for Business and Finance		
Tuccucu.		A	Provost & Vice Chancellor for Academic Affairs		
A – Annr	oval Needed	A I	Chancellor		
	mmendation	I	UW System Administration/ Board of Regents		
	mation Only	I	Graduate Academic Affairs Council		
	J	I	Academic Affairs Council		
		I	UC and Faculty Senate		
		I	General Education Council		
			Approval Process		
	An Interdiscipli	inary Un	it Executive Committee, Dean, or Provost prepares a proposal		
		following the guidelines established by UW System and described in <i>UW System</i>			
Step 1			40 (formerly ACIS 6.2) UW System Guidelines For Articulation		
····I	Agreements Between UW System Institutions And WTCS Districts (see Appendix B) and				
	completes the Form J Articulation Agreement Cover Sheet (see Appendix A).				
Q4	If degree program or course transfers are involved, the preparers should be directed to				
Step 2		follow the procedures for J. 1. Articulation Agreements listed above.			
	The Dean revie	ws the p	roposal and may request changes. When approved by the Dean, the		
Step 3	proposal is submitted to the Provost and Vice Chancellor for Academic Affairs for				
Step 5	approval. If not approved, the proposal is returned to the Executive Committee that				
	developed the proposal.				
			proposal with the Special Assistant to the Vice Chancellor for		
Step 4	Business and Finance to assess any liabilities involved with the agreement. Revisions may				
	be requested.				
~ -	The Provost reviews the proposal and all recommendations and, if approved, obtains all				
Step 5	• • •	necessary approval signatures from the institution(s) participating in the agreement. If not			
approved, the proposal is returned to the Dean.					
			Office of the Registrar that a new program-to-program agreement		
	has been established. In addition, for informational purposes only, the Provost and Vice				
Step 6			c Affairs forwards a copy of the agreement to the chairs of the		
Ŧ	University Committee, Academic Affairs Council (for undergraduate programs) or				
	Graduate Academic Affairs Council (for graduate programs), and General Education				
	Council.				

	A 4° T - 1	1. 1				
Academic Action: Establish, merge, or discontinue an interdisciplinary, disciplinary or other unit following UW-Green Bay and UW System policies and procedures.						
		$y and \cup v$	v System policies and procedures.			
Curricular		Not applicable.				
Requirer						
Originate Process:		Faculty	Members Concerned, Dean, or Provost			
Approva	l Form:	Form k	<ul> <li>Academic Unit Actions Cover Sheet</li> </ul>			
Approva		R	Faculty Concerned			
	endations	R	Academic Affairs Council			
Needed:		R	Personnel Council			
		Α	Dean(s)			
	roval Needed	Α	University Committee/Faculty Senate			
	mmendation	Α	Provost & Vice Chancellor for Academic Affairs			
I – Infor	mation Only	Α	Chancellor			
		Ι	UW System Administration			
		Ι	UW System Board of Regents			
			Approval Process			
	The initiator(	s) of the	process prepare(s) a proposal including a detailed rationale to			
Stop 1	establish, me	rge, or di	scontinue an interdisciplinary, disciplinary, or other academic unit			
Step 1	following the	instructi	ons provided on Form K Academic Unit Actions Cover Sheet (see			
	Appendix A)	•				
			ted by faculty, after all faculty concerned have had an opportunity to			
Step 2			sal, the proposal is forwarded to the Dean. If the proposal is initiated			
Step 2	by the Dean or Provost, all faculty members concerned must review the proposal and					
	submit their recommendations in writing to the initiator.					
			g, or discontinuing an academic unit will impact faculty outside of			
			ee, the proposal must be reviewed by the interdisciplinary unit(s) that			
Step 3			chair of the initiating faculty committee is responsible for sending			
Step 5	(electronically) a complete proposal to the chair of the unit(s) impacted. As the proposal					
	progresses through the approval process, it must include written documentation from <u>all</u> of					
	the unit(s) consulted.					
			proposal and supporting documentation and may request additional			
Step 4	information. After it is approved by the Dean, the <i>Form K – Academic Unit Actions Cover</i>					
Step 1	Sheet, with supporting documentation is forwarded to the Academic Affairs Council and					
	Personnel Council meeting jointly.					
a	•	Following the AAC/Personnel Council review, the proposal, supporting documentation, and				
Step 5	Form Z-AAC or Z-GSC are forwarded to the chair of the University Committee for action					
	by the Facult					
Step 6			ts on the proposal and informs the Provost and Vice Chancellor for			
1			he result of the vote.			
			oved by the Faculty Senate, the Provost reviews the proposal and, if			
Step 7	* *		to the Chancellor for final institutional approval. If not approved by			
			e proposal is returned to the appropriate Dean.			
<b>C</b> L <b>C</b>	· ·		mmendations are reviewed by the Chancellor, who approves or does			
Step 8	not approve the new academic unit and returns the <i>Form K Cover Sheet</i> and supporting					
	documentation to the Office of the Provost.					

#### K. Establish, Merge, or Discontinue an Academic Unit

Store O	If approved, the Provost Office notifies the Dean and impacted faculty that the new unit has
Step 9	been formed and the effective date of the action.

#### L. 1. Develop a New Course Offering

			w course with a structure and requirements that comply with UW- ce policies and procedures.	
Curricular Requirements:		Variable depending upon type of course		
Originator of Process:		UW-Green Bay Faculty		
Approva	l Process:	Coursel	Leaf: Course Admin: Propose New Course	
Approvals		Α	Disciplinary Executive Committee (if a disciplinary course)	
Needed:		Α	Interdisciplinary Executive Committee	
		Α	Dean	
A – Appr	oval Needed	Α	General Education Council (if appropriate)	
		Α	Graduate Academic Affairs Council	
		Α	Academic Affairs Council	
		Α	Provost and Vice Chancellor for Academic Affairs	
	1		Approval Process	
Step 1	A faculty member completes the Propose New Course form in Courseleaf and submits it to a Disciplinary (go to Step 2) or Interdisciplinary Executive Committee (go to Step 3) for review and action.			
Step 2	approved, th	The Disciplinary Executive Committee reviews the proposal and may request revisions. If approved, the proposal is forwarded to the appropriate Interdisciplinary Executive Committee for review and action.		
Step 3	The Interdise	The Interdisciplinary Executive Committee reviews the proposal. If approved, the proposal is forwarded to the appropriate Dean's office for review and action.		
Step 4	The Dean reviews the course. If approved, it is sent to the General Education Council (GEC), the academic Affairs Council (AAC), or Graduate Academic Affairs Council (GAAC), as appropriate. (See Steps 5 and 6)			
Step 5	If the course is intended to be a General Education course, it is submitted to the General Education Council (GEC) for review. If approved, the course is forwarded to the Academic Affairs Council. If it is not approved, it is returned to the Dean. If it is not a General Education course, go to Step 6.			
Step 6	If the course is an undergraduate course, it is sent to the Academic Affairs Council (AAC). If it is a graduate course, it is sent to the Graduate Academic Affairs Council (GAAC). If approved, the course is sent to the Provost. If not approved, the course is returned to the Dean.			
Step 7	The Provost (or designee) reviews the proposal and supporting documents. If approved, the Dean, initiating Executive Committee, and Registrar's Office are notified that a new course has been approved and the effective date of the action. If <u>not</u> approved, the proposal is returned to the initiating Executive Committee for further development.			

#### L. 2. Change an Existing Course

		nge the number of credit hours or make a change in the content of an existing th UW-Green Bay and Faculty Governance policies and procedures.		
Curricular Requirements:		Variable depending upon type of course		
Originator(s) of Process:		UW-Green Bay Faculty		
Approval	Process:	CourseLeaf: Course Admin: Edit Course		
Approval	S	A Disciplinary Executive Committee (if a disciplinary course)		
Needed:		A Interdisciplinary Executive Committee		
		A Dean		
A – Appro	oval Needed	A General Education Council (if appropriate)		
		A Graduate Academic Affairs Council		
		A Academic Affairs Council		
		A Provost and Vice Chancellor for Academic Affairs		
		Approval Process		
Step 1	A faculty member completes the Edit Course form in Courseleaf and submits it to a Disciplinary (go to Step 2) or Interdisciplinary Executive Committee (go to Step 3) for review and action.			
Step 2	approved, the	The Disciplinary Executive Committee reviews the proposal and may request revisions. If approved, the proposal is forwarded to the appropriate Interdisciplinary Executive Committee for review and action.		
Step 3	The Interdisc	The Interdisciplinary Executive Committee reviews the proposal. If approved, the proposal is forwarded to the appropriate Dean's office for review and action.		
Step 4	The Dean reviews the course. If approved, it is sent to the General Education Council (GEC), the academic Affairs Council (AAC), or Graduate Academic Affairs Council (GAAC), as appropriate. (See Steps 5 and 6)			
Step 5	If the course is intended to be a General Education course, it is submitted to the General Education Council (GEC) for review. If approved, the course is forwarded to the Academic Affairs Council. If it is not approved, it is returned to the Dean. If it is not a General Education course, go to Step 6.			
Step 6	If the course is an undergraduate course, it is sent to the Academic Affairs Council (AAC). If it is a graduate course, it is sent to the Graduate Academic Affairs Council (GAAC). If approved, the course is sent to the Provost. If not approved, the course is returned to the Dean.			
Step 7	The Provost (or designee) reviews the proposal and supporting documents. If approved, the Dean, initiating Executive Committee, and Registrar's Office are notified that a new course has been approved and the effective date of the action. If <u>not</u> approved, the proposal is returned to the initiating Executive Committee for further development.			

Curricular Requirements:         Variable depending upon type of course           Originator of Process:         UW-Green Bay Faculty           Approval Process:         CourseLeaf: Course Admin: Deactivate/Reactivate Course           Approvals         A         Disciplinary Executive Committee (if a disciplinary course)           Aeeded:         A         Disciplinary Executive Committee (if a disciplinary course)           A A         Dean         A           A - Approval         A         Graduate Academic Affairs Council           A         Graduate Academic Affairs Council         A           A         Academic Affairs Council         A           A         Provost and Vice Chancellor for Academic Affairs         A           A faculty member completes the Deactivate or Reactivate Course form in Courselaf, as appropriate, and submits it to a Disciplinary (go to Step 2) or Interdisciplinary Executive Committee (go to Step 3) for review and action.           Step 1         The Disciplinary Executive Committee reviews the proposal and may request revisions. If approved, the proposal is forwarded to the appropriate Interdisciplinary Executive Committee for review and action.           Step 3         The Interdisciplinary Executive Committee reviews the proposal. If approved, the proposal is forwarded to the appropriate.           Step 4         General Education course, it is submitted to the General Education Council (GACA), as appropriate. (See Steps 5 and 6)	Academic Action: Deactivate or Reactivate a course that already exists in the Catalog or CourseLeaf.						
Process:         Ow-Oreen Bay Paculty           Approval Process:         CourseLeaf: Course Admin: Deactivate/Reactivate Course           Approvals         A         Disciplinary Executive Committee (if a disciplinary course)           Needed:         A         Disciplinary Executive Committee           A - Approval Needed         A         General Education Council (if appropriate)           A         A         General Education Council (if appropriate)           A         A         General Education Council (if appropriate)           A         A cademic Affairs Council         A           A         Provost and Vice Chancellor for Academic Affairs           Step 1         A faculty member completes the Deactivate or Reactivate Course form in Courseleaf, as appropriate, and submits it to a Disciplinary (go to Step 2) or Interdisciplinary Executive Committee (go to Step 3) for review and action.           Step 2         The Disciplinary Executive Committee reviews the proposal and may request revisions. If approved, the proposal is forwarded to the appropriate Interdisciplinary Executive Committee for review and action.           Step 3         The Interdisciplinary Executive Committee reviews the proposal. If approved, the proposal is forwarded to the appropriate Interdisciplinary Executive Council (GAC), as appropriate. (See Step 5 and 6)           Step 4         The Dean reviews the course. If approved, the Submitted to the General Education Council (GAC), as appropriate. (See Step 5 and 6) <t< th=""><th colspan="2"></th><th colspan="3">Variable depending upon type of course</th></t<>			Variable depending upon type of course				
Approvals       A       Disciplinary Executive Committee (if a disciplinary course)         Needed:       A       Interdisciplinary Executive Committee         A - Approval Needed       A       Interdisciplinary Executive Committee         A       Dean       A       Dean         A       Graduate Academic Affairs Council       A       Graduate Academic Affairs Council         A       Academic Affairs Council       A       Academic Affairs Council         A       Academic Affairs Council       A       Academic Affairs Council         A       Academic Affairs Council       A       Academic Affairs         Step 1       A faculty member completes the Deactivate Course form in Courseleaf, as appropriate, and submits it to a Disciplinary (go to Step 2) or Interdisciplinary Executive Committee (go to Step 3) for review and action.         Step 2       The Disciplinary Executive Committee reviews the proposal and may request revisions. If approved, the proposal is forwarded to the appropriate Dean's office for review and action.         Step 4       The Dean reviews the course. If approved, it is sent to the General Education Council (GAAC), as appropriate. (See Steps 5 and 6)         Step 5       If the course is a General Education course, it is submitted to the Academic Affairs Council (GAAC). If approved, the course, it is sent to the Cademic Affairs Council (AAC).         Step 6       If the course is an undergraduate course, it is set to the Academ	0		UW-Green Bay Faculty				
Needed:         A         Interdisciplinary Executive Committee           A - Approval Needed         A         General Education Council (if appropriate)           A         General Education Council (if appropriate)           A         General Education Council (if appropriate)           A         Academic Affairs Council           A         approval Process           Step 1         A faculty member completes the Deactivate or Reactivate Course form in Courseleaf, as appropriate, and submits it to a Disciplinary (go to Step 2) or Interdisciplinary Executive Committee (go to Step 3) for review and action.           The Disciplinary Executive Committee reviews the proposal. If approved, the proposal is forwarded to the appropriate Dean's office for review and action.           Step 3         The Dean reviews the course. If approved, it is sent to the General Education Council (GACC), or Graduate Academic Affairs	Approva	l Process:	Coursel	Leaf: Course Admin: Deactivate/Reactivate Course			
A - Approval Needed         A         Deam           A         General Education Council (if appropriate)         A           A         Graduate Academic Affairs Council         A           A         Academic Affairs Council         A           A         Provost and Vice Chancellor for Academic Affairs           Step 1         A faculty member completes the Deactivate or Reactivate Course form in Courseleaf, as appropriate, and submits it to a Disciplinary (go to Step 2) or Interdisciplinary Executive Committee (go to Step 3) for review and action.           Step 1         The Disciplinary Executive Committee reviews the proposal and may request revisions. If approved, the proposal is forwarded to the appropriate Interdisciplinary Executive Committee for review and action.           Step 3         The Interdisciplinary Executive Committee reviews the proposal. If approved, the proposal is forwarded to the appropriate Dean's office for review and action.           Step 4         (GEC), the academic Affairs Council (AAC), or Graduate Academic Affairs Council (GEC), the academic Affairs Council (AAC), or Graduate Academic Affairs Council (GAAC), as appropriate. (See Steps 5 and 6)           If the course is a General Education course, go to Step 6.           If the course is an undergraduate course, it is submitted to the Academic Affairs Council (AAC). If approved, the course is sent to the Graduate Academic Affairs Council (GAAC). If approved, the course is sent to the Provost. If not approved, the course is returned to the Dean.           If it is a graduate course, it is sent to the Graduate	Approva	ls	Α	Disciplinary Executive Committee (if a disciplinary course)			
A - Approval Needed       A       General Education Council (if appropriate)         A       Graduate Academic Affairs Council         A       Academic Affairs Council         A       Academic Affairs Council         A       Provost and Vice Chancellor for Academic Affairs         Step 1       A faculty member completes the Deactivate or Reactivate Course form in Courseleaf, as appropriate, and submits it to a Disciplinary (go to Step 2) or Interdisciplinary Executive Committee (go to Step 3) for review and action.         Step 2       The Disciplinary Executive Committee reviews the proposal and may request revisions. If approved, the proposal is forwarded to the appropriate Interdisciplinary Executive Committee for review and action.         Step 3       The Interdisciplinary Executive Committee reviews the proposal. If approved, the proposal is forwarded to the appropriate Dean's office for review and action.         Step 4       (GEC), the academic Affairs Council (AAC), or Graduate Academic Affairs Council (GAAC), as appropriate. (See Steps 5 and 6)         If the course is a General Education course, it is submitted to the Academic Affairs Council (GAC).         Step 6       If the course is an undergraduate course, it is submitted to the Academic Affairs Council (AAC).         Step 7       The Provost (or designee) reviews the proposal and supporting documents. If approved, the Course has been deactivated/reactivated and the effective date of the action. If <u>pot</u> approved, the course has been deactivated/reactivated and the effective date of the action.	Needed:		Α	Interdisciplinary Executive Committee			
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A         Academic Affairs Council           A         Provost and Vice Chancellor for Academic Affairs           Approval Process         Approval Process           Step 1         A faculty member completes the Deactivate or Reactivate Course form in Courseleaf, as appropriate, and submits it to a Disciplinary (go to Step 2) or Interdisciplinary Executive Committee (go to Step 3) for review and action.           The Disciplinary Executive Committee reviews the proposal and may request revisions. If approved, the proposal is forwarded to the appropriate Interdisciplinary Executive Committee for review and action.           Step 3         The Interdisciplinary Executive Committee reviews the proposal. If approved, the proposal is forwarded to the appropriate for review and action.           Step 4         The Dean reviews the course. If approved, it is sent to the General Education Council (GEC), the academic Affairs Council (AAC), or Graduate Academic Affairs Council (GAAC), as appropriate. (See Steps 5 and 6)           Step 5         If the course is a General Education course, it is submitted to the General Education Council (GEC) for review. If approved, the course is forwarded to the Academic Affairs Council (GEC) for review. If approved, the course is forwarded to the Academic Affairs Council (GEC) for review. If approved, the course is forwarded to the Dean.           If it is not approved, it is returned to the Dean.         If it is not approved, it is returned to the Academic Affairs Council (AAC).           Step 6         If the course is sent to the Graduate Academic Affairs Council (GAAC). If approved, the course is sent to the Provost. If not approved, the course is	A – Appr	oval Needed	Α				
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Step 5Council (GEC) for review. If approved, the course is forwarded to the Academic Affairs Council. If it is not approved, it is returned to the Dean. If it is not a General Education course, go to Step 6.Step 6If the course is an undergraduate course, it is sent to the Academic Affairs Council (AAC). If it is a graduate course, it is sent to the Graduate Academic Affairs Council (GAAC). If approved, the course is sent to the Provost. If not approved, the course is returned to the Dean.Step 7The Provost (or designee) reviews the proposal and supporting documents. If approved, the Dean, initiating Executive Committee, and Registrar's Office are notified that the course has been deactivated/reactivated and the effective date of the action. If not approved, the proposal is returned to the initiating Executive Committee for further							
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approved, the proposal is returned to the initiating Executive Committee for further							
			development.				

#### L. 3. Deactivate/Reactivate an Existing Course Offering

#### L. 4. Develop an Experimental Course Offering

Academic Action: Develop a course that will be offered for no more than two consecutive semesters				
as an experimental course. Course structure and requirements must be consistent with UW-Green Bay				
policies and	procedures.	1		
	Curricular		e depending upon type of course	
Requiremen		variable depending upon type of course		
Originator(s) of Process:		UW-Green Bay Faculty or Staff Member		
Approval P	rocess:	Coursel	Leaf: Course Admin: Propose New Course	
Approvals/		Α	Disciplinary Executive Committee (If disciplinary course)	
Recommend	dations	Α	Interdisciplinary Executive Committee	
Needed: A – Approval Needed		А	Dean	
			Approval Process	
Step 1	A faculty member completes the Propose New Course form in Courseleaf and submits it to a Disciplinary (go to Step 2) or Interdisciplinary Executive Committee (go to Step 3) for review and action.			
Step 2	The Disciplinary Executive Committee reviews the proposal and may request revisions. If approved, the proposal is forwarded to the appropriate Interdisciplinary Executive Committee for review and action.			
Step 3		The Interdisciplinary Executive Committee reviews the proposal. If approved, the proposal is forwarded to the appropriate Dean's office for review.		
Step 4	If the course is intended to be a General Education course, it is submitted to the General Education Council (GEC) for review. The GEC's recommendation is returned to the Dean for action.			
Step 4	The Dean reviews the course. If the course has been approved by the GEC, it may be approved as a General Education course. If the course has not been approved by the GEC, it may <u>not</u> be approved as a General Education course, but it may be approved as a regular course.			
Step 5	If approved by the Dean, the initiating Executive Committee and the Registrar's Office are notified that an X-Course has been approved and the effective date of the action. If not approved, the proposal is returned to the Unit for further development.			

# APPENDIX A

# CURRICULUM APPROVAL FORMS

# Can be found on the web at <u>http://www.uwgb.edu/registrar/resources/</u>

New course proposals or changes use <u>Course Admin</u>

New program proposals or changes use Program Admin

Curricular changes may be reviewed and approved in the Approval Queue

For Help with CourseLeaf, please review <u>UPDATES! Hints, Tips</u> or email the Registrar (<u>registrar@uwgb.edu</u>).

## APPENDIX B

### **UW SYSTEM POLICIES**

UW System Administrative Policy 102 (formerly ACIS 1.0) Policy on University of Wisconsin System Array Management: Program Planning, Delivery, Review, and Reporting

Located at: <u>https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/policy-on-university-of-wisconsin-system-array-management-program-planning-delivery-review-and-reporting/</u>

UW System Administrative Policy 140 (formerly ACIS 6.2) UW System Guidelines For Articulation Agreements Between UW System Institutions And WTCS Districts

Located at: <u>https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/uw-system-guidelines-for-articulation-agreements-between-uw-system-institutions-and-wtcs-districts/</u>