

**CURRICULUM PLANNING  
AND  
PROCEDURES GUIDE**

UNIVERSITY OF WISCONSIN - GREEN BAY

Approved by the  
University Committee and Faculty Senate

Revised August 2008

# TABLE OF CONTENTS

	<u>Page</u>
Introduction	4
Summary Chart	5
<b>Degrees</b>	
Establish New Degree	7
Modify Degree Requirements	9
Rename a Degree	11
Discontinue a Degree	12
<b>Majors</b>	
Establish a New Major	13
Substantial Modification of Major Requirements	15
Limited Modification of Degree Requirements	16
Rename a Major	17
Discontinue a Major	18
<b>Minors</b>	
Establish a New Minor	19
Modify Requirements for a Minor	21
Rename a Minor	22
Discontinue a Minor	23
<b>Areas of Emphasis</b>	
Establish an Area of Emphasis	24
Modify Requirements of an Area of Emphasis	25
Discontinue an Area of Emphasis	26
<b>Certificate Programs</b>	
Establish a Certificate Program	27
Modify Requirements for a Certificate Program	28
Discontinue a Certificate Program	29

## Other Actions

Modify General Education Program	30
Establish a New Cooperative Program	31
Discontinue a Cooperative Program	33
Offer Existing Program Off-Campus	34
Discontinue an Off-Campus Degree Program	35
Offer an Existing Degree Program via Distance Education	36
Discontinue a Distance Education Degree Program	37
Establish an Articulation Agreement	38
Establish, Merge or Discontinue an Academic Unit	39

## Course Offerings

Develop a New Course Offering	40
Substantial Change of a Course	41
Minor Revisions of a Course	42
Change the Status of a Course	43
Develop an Experimental Course Offering	44

## Appendices

Appendix A: Curriculum Approval Forms	45
Appendix B: UW System and UW-Green Bay Policy Documents	46

## Introduction

The purpose of this Guide is to provide an overview of 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 and the administrative leadership to creatively develop and refine the University's curriculum and academic programs to improve quality and maximize students' learning opportunities.

The Guide is divided into three major parts. Part I provides a description of the step-by-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 <http://www.uwgb.edu/adminforms/#curriculum> description of the approval process. The user of this Guide should refer to the Table of Contents to locate the page(s) containing a description of the curricular modification that needs to be approved.

Part II 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.

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

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

## OVERVIEW OF CURRICULUM APPROVAL PROCEDURES

Academic Action		Interdisciplinary Program	Dean(s)	General Education Council	Graduate Board of Advisors	Academic Affairs Council	UC & Faculty Senate	Provost	Chancellor	UW System Administration	Board of Regents
A1	Establish degree	A	A	R	R <sup>1</sup>	A	A	A	A	A	A
A2	Modify degree requirements	A	A	R <sup>2</sup>	R <sup>1</sup>	A	N	A	I	I	I
A3	Rename a degree	A	A	N	N	A	N	A	I	I	I
A4	Discontinue a degree	A	A	N	N	A	A	A	A	I	I
B1	Establish a major	A	A	N	N	A	A	A	A	A	A
B2	Substantially modify major requirements	A	A	N	N	A	N	A	N	A	I
B3	Slightly modify major requirements	A	A	N	N	A	N	A	N	N	N
B4	Rename a major	A	A	N	N	A	N	A	N	I	I
B5	Discontinue a major	A	A	N	N	A	A	A	A	I	I
C1	Establish a new minor	A <sup>3</sup>	A	N	N	A	A <sup>4</sup>	A	I	I	I
C2	Modify minor requirements	A <sup>3</sup>	A	N	N	A	N	A	N	N	N
C3	Rename a minor	A <sup>3</sup>	A	N	N	A	N	A	N	I	I
C4	Discontinue a minor	A <sup>3</sup>	A	N	N	A	A <sup>4</sup>	A	I	I	I
D1	Establish area of emphasis	A	A	N	N	A	N	A	N	I	I
D2	Modify area of emphasis requirements	A	A	N	N	A	N	A	N	N	N
D3	Discontinue area of emphasis	A	A	N	N	A	N	A	N	I	I
E1	Establish certificate program	A	A	N	R <sup>1</sup>	A	N	A	I	I	I
E2	Modify certificate program requirements	A	A	N	R <sup>1</sup>	A	N	A	N	N	N
E3	Discontinue a certificate program	A	A	N	R <sup>1</sup>	A	N	A	I	I	I

A = Approval Needed  
N = No Action Required

R = Recommendation Only

I = Informed of Decision

<sup>1</sup>Required only if the course, degree or certificate program is at the graduate level.

<sup>2</sup>Required only if the change involves a general education requirement.

<sup>3</sup>Required only if the minor is under the auspices of an interdisciplinary budget unit.

<sup>4</sup>Required only if the minor is a "stand alone" minor.

## OVERVIEW OF CURRICULUM APPROVAL PROCEDURES, CONTINUED

Academic Action		Interdisciplinary Program	Dean(s)	General Education Council	Graduate Board of Advisors	Academic Affairs Council	UC & Faculty Senate	Provost	Chancellor	UW System Administration	Board of Regents
F1	Modify General Education program	R	N	A	N	N	A	A	I	N	N
G1	Establish a cooperative program	A	A	R	R <sup>1</sup>	A	A	A	A	A	A
G2	Discontinue a cooperative program	A	A	N	N	N	N	A	I	I	I
H1	Offer an existing degree program off-campus	A	A	N	N	A	N	A	A	A	I
H2	Discontinue an off-campus degree program	A	A	N	N	N	N	A	I	I	I
I1	Offer existing degree via distance education	A	A	N	N	A	N	A	A	A	I
I2	Discontinue a distance education degree program	A	A	N	N	N	N	A	I	I	I
J	Establish an articulation agreement with a non-UW	A	A	I	N	I	I	A	I	I	I
K	Establish, merge of discontinue an academic unit	A	A	N	N	A <sup>5</sup>	A	A	A	I	I
L1	Develop a new course offering	A	A	R <sup>6</sup>	N	A	N	A	N	N	N
L2	Substantial Change of a course	A	A	R	N	A <sup>7</sup>	N	A	N	N	N
L3	Minor Revisions of a course	A	A	A <sup>6</sup>	N	N	N	N	N	N	N
L4	Change the status of a course	A	A	A <sup>6</sup>	N	N	N	N	N	N	N
L5	Develop an experimental course offering	A	A	A <sup>6</sup>	N	N	N	N	N	N	N

A = Approval Needed    R = Recommendation Only    I = Informed of Decision  
 N = No Action Required

<sup>1</sup>Required only if the course, degree or certificate program is at the graduate level.

<sup>5</sup>The Academic Affairs Council and Personnel Council meet jointly on these matters.

<sup>6</sup>Required only if the course is intended to meet a general education requirement.

<sup>7</sup>Required only if the revisions are substantial as indicated on the Master Course Form.

## A. 1. Establish New Degree

<b>Academic Action:</b> Establish a program of study that leads to the awarding of a specific bachelor's or master's degree (e.g., Bachelor of Arts, Bachelor of Business Administration) that is in compliance with UW-Green Bay and UW System policies.		
<b>Curricular Requirements:</b>	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.	
<b>Originator of Process:</b>	Interdisciplinary Unit Executive Committee	
<b>Approval Form:</b>	Form A – Degree Actions Cover Sheet	
<b>Approvals/ Recommendations Needed:</b>  A – Approval Needed R – Recommendation	A	Initiating Faculty Committee
	R	Other Interdisciplinary Unit Executive Committee(s)
	R	General Education Council
	R	Graduate Faculty Board of Advisors (if masters degree)
	A	Dean(s)
	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
<b>Approval Process</b>		
Step 1	A faculty committee prepares an "entitlement to plan" a new degree following the guidelines established by UW System and described in <i>Guidelines for Academic Program Review &amp; Regent Policy ACIS-1.0</i> . Following approval by the Dean and Provost, the Provost submits the proposal to the UW System Office of Academic and Student Affairs.	
Step 2	After receiving the entitlement to plan, a faculty committee prepares a full proposal following the guidelines established by UW System and described in <i>Guidelines for Academic Program Review &amp; Regent Policy ACIS-1.0</i> . (See Appendix B) and completes the <i>Form A - Degree Actions Cover Sheet</i> (See Appendix A)	
Step 3	If any courses or other degree requirements are outside the jurisdiction of the initiating Faculty Committee, then the proposal must be reviewed by the Interdisciplinary Unit(s) that will be impacted by the creation of the new degree. The chair of the initiating Executive Committee is responsible for sending a <u>copy</u> of the proposal, along with a partially completed (Section 1) <i>Form Z – Curriculum Consultation Form</i> to the chair of the unit(s) impacted. As the proposal progresses through the approval process it must include the completed <i>Form Z</i> with the comments and suggestions of each of the unit(s) consulted.	
Step 4	The proposal may be revised based on the comments received. After it is approved by the initiating Executive Committee the proposal and supporting documents are forwarded to the Dean for review and approval.	
Step 5	The Dean reviews the proposal and supporting documentation and may request changes to the proposal. After it is approved by the dean, the	

	<p>original proposal is routed to the appropriate governance committees along with a partially completed <i>Form Z-AAC, FORM Z-GEC and FORM Z-GBA Curriculum Consultation Form</i> as appropriate. The Academic Affairs Council should be the last governance committee to review the proposal.</p> <ul style="list-style-type: none"> <li>▪ <u>General Education Council</u> – if the change involves general education requirements.</li> <li>▪ <u>Graduate Faculty Board of Advisors</u> – if the changes are to a master’s degree program.</li> <li>▪ <u>Academic Affairs Council</u> – under all circumstances.</li> </ul> <p>As the proposal progresses through the approval process it must include the appropriate, completed <i>Form Z</i> that includes the comments and suggestions of the governance committees that reviewed the proposal. Following the AAC review, the <u>original</u> proposal and supporting documentation is forwarded to the chair of the University Committee for action by the Faculty Senate. (Note: Step #5 and #6 can be done concurrently.)</p>
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 is forwarded to the Provost Office and chair of the University Committee and included with the proposal as it progresses through the approval process.
Step 7	The Dean(s) are responsible for presenting the proposal to the Faculty Senate. The Faculty Senate acts on the proposal and informs the Provost and Vice Chancellor for Academic Affairs of the result of the vote.
Step 8	If the proposal is approved by the Faculty Senate the Provost reviews the proposal and, if approved, forwards it to the Chancellor for final institutional approval. If not approved by the Faculty Senate 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 and returns the <i>Form A Cover Sheet</i> and supporting documentation to the Office of the Provost.
Step 10	If approved, the Provost Office forwards the proposal and supporting documentation to a UW System Program Review Committee, which reviews the proposal and submits, through the Provost, a recommendation to the UW Associate Vice President for Academic and Student Affairs.
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 then 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

<b>Academic Action:</b> Modify the course or non-course requirements of an existing bachelor's or master's degree.		
<b>Curricular Requirements:</b>	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.	
<b>Originator of Process:</b>	Interdisciplinary Unit Executive Committee	
<b>Approval Form:</b>	Form A – Degree Actions Cover Sheet	
<b>Approvals/ Recommendations Needed:</b>  A – Approval Needed R – Recommendation I – Information Only	A	Interdisciplinary Unit Executive Committee
	R	Other Interdisciplinary Executive Committee(s)
	R	General Education Council (See Step 4 below.)
	R	Graduate Faculty Board of Advisors (See Step 4 below.)
	A	Dean(s)
	A	Academic Affairs Council
	A	Provost & Vice Chancellor for Academic Affairs
	I	Chancellor
	I	UW System Administration and Board of Regents
<b>Approval Process</b>		
Step 1	The chair of an Interdisciplinary Executive Committee prepares a proposal to modify existing degree requirements and completes the <i>Form A - Degree Actions Cover Sheet</i> (See Appendix A)	
Step 2	If the proposed modification(s) involve courses or other degree requirements that are outside the jurisdiction of the initiating Executive Committee, then the proposal must be reviewed by the Interdisciplinary Units(s) that will be impacted by the changes. The chair of the initiating Executive Committee is responsible for sending a <u>copy</u> of the proposal, along with a partially completed (Section 1) <i>Form Z – Curriculum Consultation Form</i> , to the chair of the unit(s) impacted. As the proposal progresses through the approval process it must include the completed <i>Form Z</i> with the comments and suggestions of each of the unit(s) consulted.	
Step 3	The proposal may be revised based on the comments received. When approved by the initiating Interdisciplinary Unit Executive Committee it is forwarded to the Dean for review and approval.	
Step 4	The Dean reviews the proposal and supporting documentation and may request changes to the proposal based on the recommendations received. When approved by the Dean, the proposal is forwarded to the appropriate governance committee(s) along with a partially completed <i>Form Z-AAC</i> , <i>FORM Z-GEC</i> and <i>FORM Z-GBA Curriculum Consultation Form</i> as appropriate. The Academic Affairs Council should be the last governance committee to review the proposal. <ul style="list-style-type: none"> <li>▪ <u>General Education Council</u> – if the change involves general education requirements.</li> <li>▪ <u>Graduate Faculty Board of Advisors</u> – if the changes are to a master's degree program.</li> <li>▪ <u>Academic Affairs Council</u> – under all circumstances.</li> </ul> As the proposal progresses through the approval process it must include the	

	original completed <i>Form Z</i> that includes the comments and suggestions of the governance committees that reviewed the proposal. Following the AAC review, the <u>original</u> proposal and supporting documentation is sent to the Office of the Provost. A <u>copy</u> of the proposal and supporting documentation is also sent to the chair of the University Committee
Step 5	The proposed degree modification and supporting documentation is reviewed by the Provost. If approved by the Provost, the initiating Executive Committee Chair, Dean and Chancellor are informed of the decision. If not approved by the Provost, the proposal is returned to the Dean for further modification.
Step 6	The Provost notifies the Office of the Registrar that the degree program requirements have been modified and the effective date of the change.
Step 7	The Provost also notifies the UW Associate Vice President that modifications of requirements to an existing degree program have been made and the effective date of the change.

### A. 3. Rename a Degree

<b>Academic Action:</b> Change the name of an existing bachelor's or master's degree.	
<b>Curricular Requirements:</b>	Not applicable.
<b>Originator(s) of Process:</b>	Interdisciplinary Executive Committee
<b>Approval Form:</b>	Form A – Degree Actions Cover Sheet
<b>Approvals/ Recommendations Needed:</b>  A – Approval Needed R – Recommendation I – Information Only	A     Initiating Interdisciplinary Executive Committee
	R     Other Interdisciplinary Units
	A     Dean(s)
	A     Academic Affairs Council
	A     Provost & Vice Chancellor for Academic Affairs
	I     Chancellor
	I     UW System Administration
	I     Board of Regents
<b>Approval Process</b>	
Step 1	The chair of an Interdisciplinary Executive Committee prepares a proposal to rename an existing degree program and completes <i>Form A - Degree Actions Cover Sheet</i> (See Appendix A)
Step 2	If renaming of the degree involves majors outside the jurisdiction of the initiating Executive Committee, then the 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 a <u>copy</u> of the proposal, along with a partially completed (Section 1) <i>Form Z – Curriculum Consultation Form</i> , to the chair of the unit(s) impacted. As the proposal progresses through the approval process it must include the completed <i>Form Z</i> with the comments and suggestions of each of the unit(s) consulted.
Step 3	The proposal may be revised based on the comments received. When approved by the initiating Interdisciplinary Unit Executive Committee it is forwarded to the Dean for review and approval.
Step 4	The Dean reviews the proposal and supporting documentation and may request changes to the proposal based on the recommendations received. When approved by the Dean, the <i>Form A Degree Actions Cover Sheet</i> and proposal (with supporting documentation) are forwarded to the Academic Affairs Council for its review along with a partially completed (Section 1) <i>Form Z-AAC Curriculum Consultation Form</i> .
Step 5	The proposed name change is reviewed by the Academic Affairs Council. Following the AAC review, the <u>original</u> proposal and supporting documentation is sent to the Office of the Provost. A <u>copy</u> of the proposal and supporting documentation is also sent to the chair of the University Committee.
Step 6	The proposed name change and supporting documentation is reviewed by the Provost. If approved by the Provost, the Chancellor is informed of the decision. If not approved by the Provost, the proposal is returned to the Dean.
Step 7	The Provost notifies the UW Associate Vice President and the Office of the Registrar that the name of an existing degree has been changed and when it should be officially implemented.

## A. 4. Discontinue a Degree

<b>Academic Action:</b> Discontinue an existing bachelor's or master's degree program.	
<b>Curricular Requirements:</b>	Not applicable.
<b>Originator(s) of Process:</b>	Interdisciplinary Executive Committee
<b>Approval Form:</b>	Form A – Degree Program Cover Sheet
<b>Approvals/ Recommendations Needed:</b> A – Approval Needed R – Recommendation I – Information Only	A    Initiating Interdisciplinary Executive Committee
	R    Other Interdisciplinary Units
	A    Dean(s)
	A    Academic Affairs Council
	A    Provost & Vice Chancellor for Academic Affairs
	A    University Committee/Faculty Senate
	A    Chancellor
	I    UW System Administration and Board of Regents
<b>Approval Process</b>	
Step 1	The chair of an Interdisciplinary Executive Committee prepares a rationale for discontinuing the degree program and completes <i>Form A – Degree Actions Cover Sheet</i> . (See Appendix A)
Step 2	If discontinuing the degree impacts units outside the jurisdiction of the initiating Executive Committee, then the proposal must be reviewed by those Interdisciplinary Unit(s). The chair of the initiating Executive Committee is responsible for sending a <u>copy</u> of the proposal, along with a partially completed (Section 1) <i>Form Z – Curriculum Consultation Form</i> , to the chair of the unit(s) impacted. As the proposal progresses through the approval process the completed <i>Form Z</i> from each unit must be included.
Step 3	When the proposal to discontinue the degree program is approved by the Executive Committee initiating the action it is then forwarded to the Dean for review.
Step 4	The Dean reviews the proposal and supporting documentation and may request changes to the proposal. When approved by the Dean, the <i>Form A Degree Actions Cover Sheet</i> and proposal (with supporting documentation) are forwarded to the Academic Affairs Council for its review along with a partially completed (Section 1) <i>Form Z-AAC Curriculum Consultation Form</i> .
Step 5	The proposal is reviewed by the Academic Affairs Council. Following the AAC review, the <u>original</u> proposal and supporting documentation is forwarded to the chair of the University Committee for action by the Faculty Senate.
Step 6	The Dean(s) are responsible for presenting the proposal to the Faculty Senate. The Faculty Senate acts on the proposal and informs the Provost and Vice Chancellor for Academic Affairs of the result of the vote.
Step 7	If the proposal is approved by the Faculty Senate the Provost reviews the proposal and, if approved, forwards it to the Chancellor for final institutional approval. If not approved by the Faculty Senate 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 program and returns the <i>Form A Cover Sheet</i> and supporting documentation to the Office of the Provost.
Step 9	If approved by the Chancellor, the Provost notifies the Office of the Registrar 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.
Step 10	The Provost also notifies the UW Associate Vice President that an existing degree program has been discontinued along with the effective date of the action.

## B. 1. Establish a New Major

<b>Academic Action:</b> Establish a disciplinary or interdisciplinary major program of study that is in compliance with UW-Green Bay and UW System policies and procedures.	
<b>Curricular Requirements:</b>	Minimum of 30 degree credits including 24 at the upper level.
<b>Originator(s) of Process:</b>	Interdisciplinary, Disciplinary or Other Unit Executive Committee
<b>Approval Form:</b>	Form B – Interdisciplinary or Disciplinary Major Cover Sheet
<b>Approvals/ Recommendations Needed:</b>  A – Approval Needed R – Recommendation	A Initiating Faculty Committee
	R Other Interdisciplinary Unit Executive Committee(s)
	A Dean(s)
	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
<b>Approval Process</b>	
Step 1	A faculty committee prepares an “entitlement to plan” a new major following the guidelines established by UW System and described in <i>Guidelines for Academic Program Review &amp; Regent Policy ACIS-1.0</i> . Following approval by the Dean and Provost, the Provost submits the proposal to the UW System Office of Academic and Student Affairs.
Step 2	After receiving the entitlement to plan, a faculty committee prepares a full proposal following the guidelines established by UW System and described in <i>Guidelines for Academic Program Review &amp; Regent Policy ACIS-1.0</i> . (See Appendix B) and completes the <i>Form B – Interdisciplinary or Disciplinary Major Cover Sheet</i> (See Appendix A)
<b>Note:</b>	If the new major being proposed is intended to have a new Executive Committee (i.e., “Stand Alone” major) then 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 process.
Step 3	If any courses or other major requirements are outside the jurisdiction of the initiating Interdisciplinary Unit, then the proposal must be reviewed by the Interdisciplinary Unit(s) that will be impacted by the creation of the new major. The chair of the Interdisciplinary Executive Committee is responsible for sending a <u>copy</u> of the proposal, along with a partially completed (Section 1) <i>Form Z – Curriculum Consultation Form</i> to the chair of the unit(s) impacted. As the proposal progresses through the approval process it must include the completed <i>Form Z</i> with the comments and suggestions of each of the unit(s) consulted.
Step 4	The proposal may be revised based on the comments received. After it is approved by the initiating Faculty Committee the proposal and supporting documents are forwarded to the Dean for review and approval.
Step 5	The Dean reviews the proposal and supporting documentation and may request changes to the proposal. After it is approved by the dean, the <i>Form B Cover Sheet</i> , original proposal, and supporting documentation is forwarded

	to the Academic Affairs Counsel along with a partially completed <i>Form Z-AAC</i> . Following the AAC review, the <u>original</u> proposal and supporting documentation is forwarded to the chair of the University Committee for action by the Faculty Senate.
Step 6	Two outside consultants, who have experience with a major similar to the one being proposed, are contacted by the Dean to conduct a review of the proposal. The recommendations of these reviewers is forwarded to the Provost Office and chair of the University Committee and included with the proposal as it progresses through the approval process. (Note: Step #5 and #6 can be done concurrently.)
Step 7	The Dean(s) are responsible for presenting the proposal to the Faculty Senate. The Faculty Senate acts on the proposal and informs the Provost and Vice Chancellor for Academic Affairs of the result of the vote.
Step 8	If the proposal is approved by the Faculty Senate the Provost reviews the proposal and, if approved, forwards it to the Chancellor for final institutional approval. If not approved by the Faculty Senate 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 major and returns the <i>Form B Cover Sheet</i> and supporting documentation to the Office of the Provost.
Step 10	If approved, the Provost Office forwards the proposal and supporting documentation to a UW System Program Review Committee, which reviews the proposal and submits, through the Provost, a recommendation to the UW Associate Vice President for Academic and Student Affairs 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 then 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

<b>Academic Action:</b> Modification of more than 25 percent of the course and/or non-course requirements for an existing major. Modifications can include supporting or upper level course requirements, non-course requirements or changes in any combination of these categories.	
<b>Curricular Requirements:</b>	Minimum of 30 degree credits including 24 at the upper level.
<b>Originator(s) of Process:</b>	Interdisciplinary or Disciplinary Executive Committee
<b>Approval Form:</b>	Form B – Interdisciplinary or Disciplinary Major Cover Sheet
<b>Approvals/ Recommendations Needed:</b>  A – Approval Needed R – Recommendation I – Information Only	A Interdisciplinary Unit Executive Committee
	R Other Interdisciplinary Unit Executive Committee(s)
	A Dean
	A Academic Affairs Council
	A Provost & Vice Chancellor for Academic Affairs
	A UW System Administration
	I UW System Board of Regents
<b>Approval Process</b>	
Step 1	The chair of the Executive Committee responsible for an existing major prepares a proposal to modify the requirements of the major following the directions provided on <i>Form B – Interdisciplinary or Disciplinary Major Cover Sheet</i> . (See Appendix A)
Step 2	If the proposed modifications involve requirements that are outside the jurisdiction of the initiating Executive Committee, then the proposal must be reviewed by the other responsible Unit(s). The chair of the initiating Executive Committee sends a <u>copy</u> of the proposal, along with a partially completed (Section 1) <i>Form Z – Curriculum Consultation Form</i> to the chair of the unit(s) impacted. As the proposal progresses through the approval process it must include the completed <i>Form Z</i> of each of the unit(s) consulted.
Step 3	The proposal may be revised based on the comments received. After it is approved by the initiating Executive Committee the proposal and supporting documents are forwarded to the Dean for review and approval.
Step 4	The Dean reviews the proposal and supporting documentation and may request changes based on the recommendations received. When approved by the dean, the <i>Form B Cover Sheet</i> , current proposal (with supporting documentation) and a partially completed <i>Form Z-AAC</i> are then forwarded to the Academic Affairs Council.
Step 5	The proposal and supporting documentation are reviewed by the Academic Affairs Council. Following the AAC review, the <u>original</u> proposal and supporting documentation is sent to the Office of the Provost. A <u>copy</u> of the proposal and supporting documentation is also sent to the chair of the University Committee.
Step 6	The proposal and supporting documentation is reviewed by the Provost. If approved, the Provost submits a request to approve the proposal to UW Associate Vice President for Academic and Student Affairs.
Step 7	If approved by the UW System Associate Vice President, then the Provost the informs the Registrar, Initiating Executive Committee Chair, and Dean are informed of the decision and its effective date.

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

<b>Academic Action:</b> Modification of <u>less than</u> 25 percent of an existing major's course and/or non-course requirements. Modifications can include Supporting or Upper Level course requirements or changes in a combination of these categories.	
<b>Curricular Requirements:</b>	Minimum of 30 degree credits including 24 at the upper level.
<b>Originator(s) of Process:</b>	Interdisciplinary or Disciplinary Executive Committee
<b>Approval Form:</b>	Form B – Interdisciplinary or Disciplinary Major Cover Sheet
<b>Approvals/ Recommendations Needed:</b> A – Approval Needed R – Recommendation	A   Initiating Executive Committee
	R   Other Interdisciplinary/Disciplinary Executive Committee(s)
	A   Dean
	A   Academic Affairs Council
	A   Provost & Vice Chancellor for Academic Affairs
Step 1	The chair of an Interdisciplinary or Disciplinary Executive Committee responsible for an existing major prepares a proposal to modify the requirements following the directions provided as part of <i>Form B – Interdisciplinary or Disciplinary Major Cover Sheet</i> . (See Appendix A)
Step 2	If the proposed modifications involve any courses or other major requirements that are outside the jurisdiction of the initiating Executive Committee, then the proposal must be reviewed by the Disciplinary and Interdisciplinary Unit(s) that will be impacted by the change in requirements. The chair of the initiating Executive Committee is responsible for sending a <u>copy</u> of the proposal, along with a partially completed (Section 1) <i>Form Z – Curriculum Consultation Form</i> to the chair of the unit(s) impacted. As the proposal progresses through the approval process it must include the completed <i>Form Z</i> with the comments and suggestions of each of the unit(s) consulted.
Step 3	The proposal may be revised based on the comments received. After it is approved by the initiating Executive Committee the proposal and supporting documents are forwarded to the Dean for review and approval.
Step 4	The Dean reviews the proposal and supporting documentation and if approved, forwards the <i>Form B Cover Sheet</i> , current proposal (with supporting documentation) and a partially completed <i>Form Z-AAC</i> to the Academic Affairs Council.
Step 5	The proposal and supporting documentation are reviewed by the Academic Affairs Council. Following the AAC review, the <u>original</u> proposal and supporting documentation are sent to the Office of the Provost. A <u>copy</u> of the proposal and supporting documentation is also sent to the chair of the University Committee.
Step 6	If approved by the Provost, then the Provost notifies the Office of the Registrar that the major requirements have been changed and the effective date of the action.

## B. 4. Rename a Major

<b>Academic Action:</b> 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.	
<b>Curricular Requirements:</b>	Not applicable.
<b>Originator(s) of Process:</b>	Interdisciplinary or Disciplinary Executive Committee
<b>Approval Form:</b>	Form B – Interdisciplinary or Disciplinary Major Cover Sheet
<b>Approvals/ Recommendations Needed:</b> A – Approval Needed I – Information Only	A     Initiating Executive Committee
	A     Dean
	A     Academic Affairs Council
	A     Provost & Vice Chancellor for Academic Affairs
	I     UW System Administration and Board of Regents
<b>Approval Process</b>	
Step 1	The chair of an Interdisciplinary or Disciplinary Executive Committee responsible for an existing major prepares a rationale for the proposed name change following the directions provided in <i>Form B – Interdisciplinary or Disciplinary Major Cover Sheet</i> (See Appendix A) and forwards it to the Dean.
Step 2	The Dean reviews the proposal and supporting documentation and if approved, forwards the <i>Form B Cover Sheet</i> , current proposal (with supporting documentation) and a partially completed <i>Form Z-AAC</i> to the Academic Affairs Council.
Step 3	The proposal and supporting documentation are reviewed by the Academic Affairs Council. Following the AAC review, the <u>original</u> proposal and supporting documentation are sent to the Office of the Provost. A <u>copy</u> of the proposal and supporting documentation is also sent to the chair of the University Committee.
Step 4	If approved by the Provost, then the Provost notifies the Office of the Registrar that the name change has been approved and the effective date of the action.
Step 5	The Provost Office also notifies the UW Associate Vice President for Academic and Student Affairs that the name of an existing major will be changed along with the effective date of the change.

## B. 5. Discontinue an Major

<b>Academic Action:</b> No longer offer an existing major.	
<b>Curricular Requirements:</b>	Not applicable.
<b>Originator(s) of Process:</b>	Interdisciplinary or Disciplinary Executive Committee
<b>Approval Form:</b>	Form B – Interdisciplinary or Disciplinary Major Cover Sheet
<b>Approvals/ Recommendations Needed:</b>  <b>A – Approval Needed</b> <b>R – Recommendation</b> <b>I – Information Only</b>	A   Initiating Interdisciplinary Executive Committee
	R   Other Interdisciplinary/Disciplinary Executive Committee(s)
	A   Dean
	A   Academic Affairs Council
	A   Provost & Vice Chancellor for Academic Affairs
	A   University Committee/Faculty Senate
	A   Chancellor
	I   UW System Administration and Board of Regents
<b>Approval Process</b>	
Step 1	The chair of an Interdisciplinary or Disciplinary Executive Committee responsible for an existing major completes the <i>Form B – Interdisciplinary or Disciplinary Major Cover Sheet</i> and attachments. (See Appendix A)
Step 2	If the proposed discontinuance of a major will impact other Interdisciplinary Units, then the proposal must be reviewed by the unit(s) impacted. The chair of the initiating Executive Committee is responsible for sending a <u>copy</u> of the proposal, along with a partially completed (Section 1) <i>Form Z – Curriculum Consultation Form</i> to the chair of the unit(s) impacted. As the proposal progresses through the approval process it must include the completed <i>Form Z</i> with the comments and suggestions of each of the unit(s) consulted.
Step 3	After all completed Form Zs are received, the initiating Executive Committee approves the proposal and forwards it and any supporting documents to the Dean for review.
Step 4	The Dean reviews the proposal and may request additional information. After it is approved by the Dean, the <i>Form B Cover Sheet</i> , original proposal, and supporting documentation is forwarded to the Academic Affairs Counsel along with a partially completed <i>Form Z-AAC</i> . Following the AAC review, the <u>original</u> proposal and supporting documentation is forwarded to the chair of the University Committee for action by the Faculty Senate.
Step 5	The Faculty Senate acts on the proposal and informs the Provost and Vice Chancellor for Academic Affairs of the result of the vote.
Step 6	If the proposal is approved by the Faculty Senate the Provost reviews the proposal and, if approved, forwards it to the Chancellor for final institutional approval. If not approved by the Faculty Senate the proposal is returned to the appropriate Dean.
Step 7	The proposal is reviewed by the Chancellor who approves or does not approve the deletion of the major and returns the <i>Form B Cover Sheet</i> and supporting documentation to the Office of the Provost.
Step 8	If approved by the Chancellor, then the Provost notifies the Office of the Registrar that the major will be discontinued and the effective date of the action.
Step 9	The Provost Office also notifies the UW Associate Vice President that an existing major will be discontinued along with the effective date of the change.

## C. 1. Establish a New Minor

<b>Academic Action:</b> Establish a new minor that is in compliance with UW-Green Bay and UW System policies.	
<b>Curricular Requirements:</b>	Minimum of 18 degree credits including 12 at the upper level. Music, Art and Theatre disciplines are exempt from this requirement.
<b>Originator(s) of Process:</b>	Interdisciplinary, Disciplinary or Other Executive Committee
<b>Approval Form:</b>	Form C – Interdisciplinary or Disciplinary Minor Cover Sheet
<b>Approvals/ Recommendations Needed:</b>  A – Approval Needed R – Recommendation I – Information Only	A   Initiating Faculty Committee
	R   Other Interdisciplinary/Disciplinary Executive Committee(s)
	A   Dean
	A   Academic Affairs Council
	A   Provost & Vice Chancellor for Academic Affairs
	A   Faculty Senate (if no corresponding major)
	I   UW System Administration and Board of Regents
<b>Approval Process</b>	
Step 1	A Faculty Committee prepares a proposal following the directions provided as part of <i>Form C – Interdisciplinary or Disciplinary Minor Cover Sheet</i> . (See Appendix B)
<b>Note:</b>	If the new minor being proposed is intended to have a new Executive Committee (i.e., “Stand Alone” minor) then 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 minor process.
Step 2	If the proposed minor involves courses or other requirements that are outside the jurisdiction of the initiating committee, then the proposal must be reviewed by the academic unit(s) that will be impacted if the minor is approved. The chair of the initiating Executive Committee is responsible for sending a <u>copy</u> of the proposal, along with a partially completed (Section 1) <i>Form Z – Curriculum Consultation Form</i> to the chair of the unit(s) impacted. As the proposal progresses through the approval process it must include the completed <i>Form Z</i> with the comments and suggestions of each of the unit(s) consulted.
Step 3	The proposal may be revised based on the suggestions received. If the proposed minor is <u>not</u> a “stand alone” minor then the appropriate Interdisciplinary and/or Disciplinary Unit Executive Committee must also approve the proposal before it is forwarded to the Dean.
Step 4	The Dean reviews the proposal and supporting documentation and may request additional information. After it is approved by the dean, the <i>Form C Cover Sheet</i> , original proposal, and supporting documentation is forwarded to the Academic Affairs Council along with a partially completed <i>Form Z-AAC</i> .
<b>Note:</b>	If there is <u>no</u> existing major <u>with the same title as the proposed minor</u> then go to <b>Step 5</b> . If there is a major with the same title then go to <b>Step 8</b> .
Step 5	The proposal and supporting documentation are reviewed by the Academic Affairs Council. Following the AAC review, the <u>original</u> proposal, supporting documentation and completed <i>Form Z-AAC</i> are forwarded to the chair of the University Committee for action by the Faculty Senate.
Step 6	The Faculty Senate acts on the proposal and informs the Provost and Vice Chancellor for Academic Affairs of the result of the vote.

Step 7	The Provost reviews the proposal and, if approved, notifies the Office of the Registrar that the new minor has been approved and the effective date of the action. <b>[Go to Step 10.]</b> If not approved by the Faculty Senate the proposal is returned to the appropriate Dean.
Step 8	The proposal and supporting documentation are reviewed by the Academic Affairs Council. Following the AAC review, the <u>original</u> proposal and supporting documentation are sent to the Office of the Provost. A <u>copy</u> of the proposal and supporting documentation is also sent to the chair of the University Committee.
Step 9	The Provost reviews the proposal and, if approved, notifies the Office of the Registrar that the new minor has been approved along with the effective date of the action. If not approved the proposal is returned to the Dean(s).
Step 10	The Provost Office also notifies the UW Associate Vice President for Academic and Student Affairs that a new minor has been established along with the effective date of the action.

## C. 2. Modify Requirements for a Minor

<b>Academic Action:</b> Modify course or non-course requirements of an existing minor that is in compliance with UW-Green Bay policies.	
<b>Curricular Requirements:</b>	Minimum of 18 degree credits including 12 at the upper level with the exception of the Music, Art and Theatre disciplines.
<b>Originator(s) of Process:</b>	Interdisciplinary, Disciplinary or other Executive Committee
<b>Approval Form:</b>	Form C – Interdisciplinary or Disciplinary Minor Cover Sheet
<b>Approvals/ Recommendations Needed:</b> A – Approval Needed R – Recommendation	A   Minor Executive Committee
	R   Other Interdisciplinary or Disciplinary Executive Committee(s)
	A   Dean
	A   Academic Affairs Council
	A   Provost & Vice Chancellor for Academic Affairs
<b>Approval Process</b>	
Step 1	The chair of the Executive Committee responsible for the minor prepares a proposal to modify requirements following the directions provided as part of <i>Form C - Interdisciplinary or Disciplinary Minor Cover Sheet</i> . (See Appendix A)
Step 2	If the modification includes courses or other requirements that are outside of the jurisdiction of the Executive Committee, then the proposal must be reviewed by the unit(s) impacted by the modifications. The chair of the Executive Committee is responsible for sending a <u>copy</u> of the proposal, along with a partially completed (Section 1) <i>Form Z – Curriculum Consultation Form</i> to the chair of the unit(s) impacted. As the proposal progresses through the approval process it must include the completed <i>Form Z</i> with the comments and suggestions of each of the unit(s) consulted.
Step 3	After receiving the completed Form Zs the proposal is approved by the responsible Executive Committee and forwarded to the Dean for approval.
Step 4	The Dean reviews the proposal and supporting documentation and may request changes to the proposal. After it is approved by the Dean, the <i>Form C Cover Sheet</i> , <u>original</u> proposal, and supporting documentation is forwarded to the Academic Affairs Council along with a partially completed <i>Form Z-AAC</i> .
Step 5	The proposal and supporting documentation are reviewed by the Academic Affairs Council. Following the AAC review, the <u>original</u> proposal, supporting documentation and the completed <i>Form Z-AAC</i> are sent to the Office of the Provost. A <u>copy</u> of this set of materials is also sent to the chair of the University Committee.
Step 6	The Provost reviews the proposal and, if approved, notifies the Office of the Registrar that the minor requirements are being modified and the effective date of the action. If not approved the proposal is returned to the Dean(s).

### C. 3. Rename a Minor

<b>Academic Action:</b> Change the name of an existing minor with no changes in any of the minor's requirements.	
<b>Curricular Requirements:</b>	Not applicable.
<b>Originator(s) of Process:</b>	Interdisciplinary, Disciplinary or Other Executive Committee
<b>Approval Form:</b>	Form C – Interdisciplinary or Disciplinary Minor Cover Sheet
<b>Approvals/ Recommendations Needed:</b> A – Approval Needed I – Information Only	A      Minor Executive Committee
	A      Dean
	A      Academic Affairs Council
	A      Provost & Vice Chancellor for Academic Affairs
	I      UW System Administration and Board of Regents
<b>Approval Process</b>	
Step 1	The chair of the Executive Committee responsible for the minor prepares a proposal to rename the minor following the directions provided as part of <i>Form C – Interdisciplinary or Disciplinary Minor Cover Sheet</i> . (See Appendix A)
Step 2	If modification of the name of the minor will have an impact on other academic units, then the chair of the Executive Committee is responsible for sending a <u>copy</u> of the proposal, along with a partially completed (Section 1) <i>Form Z – Curriculum Consultation Form</i> to the chair of the unit(s) impacted. As the proposal progresses through the approval process it must include the completed <i>Form Z</i> with the comments and suggestions of each of the unit(s) consulted.
Step 3	After receiving the completed Form Zs the proposal is approved by the responsible Executive Committee and forwarded to the Dean for approval.
Step 4	The Dean reviews the proposal and supporting documentation. After it is approved by the dean, the <i>Form C Cover Sheet</i> , <u>original</u> proposal, and supporting documentation is forwarded to the Academic Affairs Council along with a partially completed <i>Form Z-AAC</i> .
Step 5	The proposal and supporting documentation are reviewed by the Academic Affairs Council. Following the AAC review, the <u>original</u> proposal and supporting documentation and the completed <i>Form Z-AAC</i> are sent to the Office of the Provost. A <u>copy</u> of this set of materials is also sent to the chair of the University Committee.
Step 6	The Provost reviews the proposal and, if approved, notifies the Office of the Registrar that the minor is being renamed and the effective date of the action. If not approved, the proposal is returned to the Dean(s).
Step 7	The Provost Office also notifies the UW Associate Vice President that the name of an existing minor will be changed along with the effective date of the action.

## C. 4. Discontinue a Minor

<b>Academic Action:</b> No longer offer an existing minor.	
<b>Curricular Requirements:</b>	Not Applicable
<b>Originator(s) of Process:</b>	Interdisciplinary, Disciplinary or Other Executive Committee
<b>Approval Form:</b>	Form C – Interdisciplinary or Disciplinary Minor Cover Sheet
<b>Approvals/ Recommendations Needed:</b> A – Approval Needed R – Recommendation I – Information Only	A   Initiating Interdisciplinary Executive Committee
	A   Dean
	A   Academic Affairs Council
	A   Provost & Vice Chancellor for Academic Affairs
	A   University Committee/Faculty Senate (If no existing major)
	I   UW System Administration and Board of Regents
<b>Approval Process</b>	
Step 1	The Chair of the Executive Committee responsible for the minor prepares a rationale for discontinuing the minor as part of <i>Form C – Interdisciplinary or Disciplinary Minor Cover Sheet</i> . (See Appendix A)
Step 2	If discontinuing the minor would impact other academic units then the chair of the Executive Committee is responsible for sending a <u>copy</u> of the proposal, along with a partially completed (Section 1) <i>Form Z – Curriculum Consultation Form</i> to the chair of the unit(s) impacted. As the proposal progresses through the approval process it must include the completed <i>Form Z</i> with the comments and suggestions of each of the unit(s) consulted.
Step 3	After receiving the completed Form Zs the proposal is approved or denied by the responsible Executive Committee and forwarded to the Dean for approval.
Step 4	The Dean reviews the proposal and supporting documentation. If approved, the <i>Form C Cover Sheet</i> , <u>original</u> proposal, and supporting documentation are forwarded to the Academic Affairs Council along with a partially completed <i>Form Z-AAC</i> .
<b>Note:</b>	If there is <u>no</u> existing major with the same title as the minor being discontinued then go to <b>Step 5</b> . If there is a major with the same title then go to <b>Step 8</b> .
Step 5	The proposal and supporting documentation are reviewed by the Academic Affairs Council. Following the AAC review, the <u>original</u> proposal, supporting documentation and completed <i>Form Z-AAC</i> are forwarded to the chair of the University Committee for action by the Faculty Senate.
Step 6	The Faculty Senate acts on the proposal and informs the Provost and Vice Chancellor for Academic Affairs of the result of the vote.
Step 7	The Provost reviews the proposal and, if approved, notifies the Office of the Registrar that the minor has been discontinued and the effective date of the action. <b>[Go to Step 10.]</b> If not approved by the Faculty Senate the proposal is returned to the appropriate Dean.
Step 8	The proposal and supporting documentation are reviewed by the Academic Affairs Council. Following the AAC review, the <u>original</u> proposal, supporting documentation and completed <i>Form Z-AAC</i> are sent to the Office of the Provost. A <u>copy</u> of the proposal and supporting documentation is also sent to the chair of the University Committee.
Step 9	The Provost reviews the proposal and, if approved, notifies the Office of the Registrar that the minor has been discontinued and the effective date of the action. If not approved the proposal is returned to the Dean(s).
Step 10	The Provost Office also notifies the UW Associate Vice President for Academic and Student Affairs that the minor has been discontinued along with the effective date of the action.

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

<b>Academic Action:</b> Establish a new area of emphasis (or track) within a major or minor program of study that is in compliance with UW-Green Bay and UW System policies.		
<b>Curricular Requirements:</b>	Major - Minimum of 30 degree credits including 24 at upper level. Minor - Minimum of 18 degree credits including 12 at upper level	
<b>Originator(s) of Process:</b>	Interdisciplinary, Disciplinary or Other Executive Committee	
<b>Approval Form:</b>	Form D – Area of Emphasis Cover Sheet	
<b>Approvals/ Recommendations Needed:</b> A – Approval Needed R – Recommendation I – Information Only	A	Initiating Executive Committee
	R	Other Executive Committee(s)
	A	Dean
	A	Academic Affairs Council
	A	Provost & Vice Chancellor for Academic Affairs
	I	UW System Administration and Board of Regents
<b>Approval Process</b>		
Step 1	The chair of the Executive Committee responsible for the major or minor that will contain the area of emphasis prepares a proposal following the directions provided on <i>Form D – Area of Emphasis Cover Sheet</i> . (See Appendix A)	
Step 2	If the proposed area of emphasis involves courses or other requirements that are outside the jurisdiction of the initiating committee, then the proposal must be reviewed by the Interdisciplinary Unit(s) that will be impacted if the proposed area of emphasis is approved. The chair of the Executive Committee is responsible for sending a <u>copy</u> of the proposal, along with a partially completed (Section 1) <i>Form Z – Curriculum Consultation Form</i> to the chair of the unit(s) impacted. As the proposal progresses through the approval process it must include the completed <i>Form Z</i> with the comments and suggestions of each of the unit(s) consulted.	
Step 3	After receiving the completed Form Zs the proposal is approved by the responsible Executive Committee and forwarded to the Dean for approval.	
Step 4	The Dean reviews the proposal and supporting documentation and may request additional information. After it is approved by the dean, the <i>Form D Cover Sheet</i> , original proposal, and supporting documentation is forwarded to the Academic Affairs Council along with a partially completed <i>Form Z-AAC</i> .	
Step 5	The proposal and supporting documentation are reviewed by the Academic Affairs Council. Following the AAC review, the <u>original</u> proposal, supporting documentation and completed <i>Form Z-AAC</i> are sent to the Office of the Provost. A <u>copy</u> of the proposal and supporting documentation is also sent to the chair of the University Committee.	
Step 6	The Provost reviews the proposal and, if approved, notifies the Office of the Registrar that a new area of emphasis has been established and the effective date of the action. If not approved the proposal is returned to the Dean(s).	
Step 7	The Provost Office also notifies the UW Associate Vice President for Academic and Student Affairs that a new area of emphasis (within a major only) has been established along with the effective date of the action.	

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

<b>Academic Action:</b> Modify course 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.	
<b>Curricular Requirements:</b>	Minimum of 30 degree credits including 24 at the upper level.
<b>Originator(s) of Process:</b>	Interdisciplinary, Disciplinary or Other Executive Committee
<b>Approval Form:</b>	Form D – Area of Emphasis Cover Sheet
<b>Approvals/ Recommendations Needed:</b> A – Approval Needed R – Recommendation I – Information Only	A   Initiating Executive Committee
	R   Other Executive Committee(s)
	A   Dean
	A   Academic Affairs Council
	A   Provost & Vice Chancellor for Academic Affairs
I   UW System Administration and Board of Regents	
<b>Approval Process</b>	
Step 1	The chair of the Executive Committee responsible for the area of emphasis prepares a proposal to modify requirements following the directions provided as part of <i>Form D – Area of Emphasis Cover Sheet</i> . (See Appendix A)
Step 2	If the modification includes courses or other requirements that are outside of the jurisdiction of the Executive Committee, then the proposal must be reviewed by the unit(s) impacted by the modifications. The chair of the Executive Committee is responsible for sending a <u>copy</u> of the proposal, along with a partially completed (Section 1) <i>Form Z – Curriculum Consultation Form</i> to the chair of the unit(s) impacted. As the proposal progresses through the approval process it must include the completed <i>Form Z</i> with the comments and suggestions of each of the unit(s) consulted.
Step 3	After receiving the completed Form Zs the proposal is approved by the responsible Executive Committee and forwarded to the Dean for approval.
Step 4	The Dean reviews the proposal and supporting documentation and may request changes to the proposal. After it is approved by the Dean, the <i>Form D Cover Sheet</i> , <u>original</u> proposal, and supporting documentation is forwarded to the Academic Affairs Council along with a partially completed <i>Form Z-AAC</i> .
Step 5	The proposal and supporting documentation are reviewed by the Academic Affairs Council. Following the AAC review, the <u>original</u> proposal, supporting documentation and the completed <i>Form Z-AAC</i> are sent to the Office of the Provost. A <u>copy</u> of this set of materials is also sent to the chair of the University Committee.
Step 6	The Provost reviews the proposal and, if approved, notifies the Office of the Registrar that the area of emphasis requirements are being modified and the effective date of the action. If not approved the proposal is returned to the Dean(s).

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

<b>Academic Action:</b> No longer offer an existing area of emphasis (or track) within a major or minor.	
<b>Curricular Requirements:</b>	Not applicable.
<b>Originator(s) of Process:</b>	Interdisciplinary, Disciplinary or Other Executive Committee
<b>Approval Form:</b>	Form D – Area of Emphasis Cover Sheet
<b>Approvals/ Recommendations Needed:</b> A – Approval Needed R – Recommendation I – Information Only	A   Initiating Executive Committee
	R   Other Executive Committee(s)
	A   Dean
	A   Academic Affairs Council
	A   Provost & Vice Chancellor for Academic Affairs
	I   UW System Administration & Board of Regents
<b>Approval Process</b>	
Step 1	The Chair of the Executive Committee responsible for the area of emphasis prepares a rationale for discontinuing it as part of <i>Form D – Area of Emphasis Cover Sheet</i> . (See Appendix A)
Step 2	If discontinuing the area of emphasis would impact other academic units then the chair of the Executive Committee is responsible for sending a <u>copy</u> of the proposal, along with a partially completed (Section 1) <i>Form Z – Curriculum Consultation Form</i> to the chair of the unit(s) impacted. As the proposal progresses through the approval process it must include the completed <i>Form Z</i> with the comments and suggestions of each of the unit(s) consulted.
Step 3	After receiving the completed <i>Form Zs</i> the proposal is approved by the responsible Executive Committee and forwarded to the Dean for approval.
Step 4	The Dean reviews the proposal and supporting documentation. If it is approved by the dean, the <i>Form D Cover Sheet</i> , <u>original</u> proposal, and supporting documentation is forwarded to the Academic Affairs Counsel along with a partially completed <i>Form Z-AAC</i> .
Step 5	The proposal and supporting documentation are reviewed by the Academic Affairs Council. Following the AAC review, the <u>original</u> proposal, supporting documentation and completed <i>Form Z-AAC</i> are sent to the Office of the Provost. A <u>copy</u> of the proposal and supporting documentation is also sent to the chair of the University Committee.
Step 6	The Provost reviews the proposal and, if approved, notifies the Office of the Registrar that the area of emphasis has been discontinued and the effective date of the action. If not approved the proposal is returned to the Dean(s).
Step 7	The Provost Office also notifies the UW Associate Vice President for Academic and Student Affairs that an area of emphasis has been discontinued along with the effective date of the action.

## E. 1. Establish a Certificate Program

<b>Academic Action:</b> Establish a new Certificate Program that is in compliance with UW-Green Bay and UW System policies.	
<b>Curricular Requirements:</b>	No specific requirements.
<b>Originator(s) of Process:</b>	Interdisciplinary or Disciplinary Executive Committee
<b>Approval Form:</b>	Form E – Certificate Program Cover Sheet
<b>Approvals/ Recommendations Needed:</b>  A – Approval Needed R – Recommendation I – Information Only	A   Initiating Executive Committee
	R   Other Interdisciplinary or Disciplinary Executive Committee(s)
	A   Dean
	A   Academic Affairs Council
	R   Graduate Board of Advisors (If a graduate level certificate.)
	A   Provost & Vice Chancellor for Academic Affairs
	I   Chancellor
I   UW System Administration and Board of Regents	
<b>Approval Process</b>	
Step 1	The chair of the initiating Executive Committee prepares a proposal following the directions provided as part of <i>Form D – Area of Emphasis Cover Sheet</i> . (See Appendix A)
Step 2	If the certificate includes requirements that are outside of the jurisdiction of the Executive Committee, then the proposal must be reviewed by the unit(s) responsible for those requirements. The Executive Committee chair sends a <u>copy</u> of the proposal and a partially completed (Section 1) <i>Form Z – Curriculum Consultation Form</i> to the chair(s) of the appropriate unit(s). As the proposal progresses through the approval process it must include the completed <i>Form Z</i> from each of the unit(s) consulted.
Step 3	After receiving the completed Form Zs the proposal, which may be modified, is approved by the Executive Committee and forwarded to the Dean.
Step 4	The Dean reviews the proposal and supporting documentation and may request changes. After it is approved by the dean, the <u>original</u> proposal is forwarded to the appropriate governance committees along with a partially completed <i>Form Z-AAC and FORM Z-GBA Curriculum Consultation Form</i> as appropriate. The Academic Affairs Council reviews the proposal last. <ul style="list-style-type: none"> <li>▪ <u>Graduate Faculty Board of Advisors</u> – if the proposal is for a graduate level certificate</li> <li>▪ <u>Academic Affairs Council</u> – under all circumstances.</li> </ul> As the proposal progresses through the approval process it must include the appropriate, completed <i>Forms Z</i> from the governance committee(s) that reviewed the proposal. Following the AAC review, the <u>original</u> proposal and supporting documentation is forwarded to the Provost and Vice Chancellor for Academic Affairs. A <u>copy</u> of the proposal and supporting documentation is also sent to the chair of the University Committee.
Step 5	The Provost reviews the proposal and, if approved, notifies the Office of the Registrar that the certificate has been established and the effective date of the action. If not approved the proposal is returned to the Dean(s).
Step 6	The Provost Office also notifies the Chancellor and UW Associate Vice President for Academic and Student Affairs that a certificate has been established along with the effective date of the action.

## E. 2. Modify Requirements for a Certificate Program

<b>Academic Action:</b> Modify course or non-course requirements of a Certificate program that is in compliance with UW-Green Bay policies.	
<b>Curricular Requirements:</b>	No specific requirements.
<b>Originator(s) of Process:</b>	Interdisciplinary, Disciplinary or other Executive Committee
<b>Approval Form:</b>	Form E – Certificate Program Cover Sheet
<b>Approvals/ Recommendations Needed:</b>  A – Approval Needed R – Recommendation I – Information Only	A   Certificate Executive Committee
	R   Other Interdisciplinary or Disciplinary Executive Committee(s)
	A   Dean
	A   Academic Affairs Council
	R   Graduate Faculty Board of Advisors (If Graduate Level)
	A   Provost & Vice Chancellor for Academic Affairs
	I   UW System Administration and Board of Regents
<b>Approval Process</b>	
Step 1	The Chair of the Executive Committee responsible for the Certificate Program prepares a proposal following the directions provided as part of <i>Form E – Certificate Program Cover Sheet</i> . (See Appendix A)
Step 2	If the proposed changes include requirements that are outside of the jurisdiction of the Executive Committee, then the proposal must be reviewed by the unit(s) responsible for the requirements. The Executive Committee chair sends a <u>copy</u> of the proposal and a partially completed (Section 1) <i>Form Z – Curriculum Consultation Form</i> to the chair(s) of the appropriate unit(s). As the proposal progresses through the approval process it must include the completed <i>Form Z</i> from each of the unit(s) consulted.
Step 3	After receiving the completed Form Zs the proposal, which may be modified, is approved by the Executive Committee and forwarded to the Dean.
Step 4	The Dean reviews the proposal and supporting documentation and may request changes. After it is approved by the dean, the <u>original</u> proposal is routed to the appropriate governance committees (in the order below) along with a partially completed <i>Form Z-AAC and FORM Z-GBA Curriculum Consultation Form</i> as appropriate. <ul style="list-style-type: none"> <li>• <u>Graduate Faculty Board of Advisors</u> – if the proposal is for a graduate level certificate</li> <li>▪ <u>Academic Affairs Council</u> – under all circumstances.</li> </ul> As the proposal progresses through the approval process it must include the completed <i>Forms Z</i> from the governance committee(s) that reviewed the proposal. Following the AAC review, the <u>original</u> proposal and supporting documentation is forwarded to the Provost and Vice Chancellor for Academic Affairs. A <u>copy</u> of the proposal and supporting documentation is also sent to the chair of the University Committee.
Step 5	The Provost reviews the proposal and, if approved, notifies the Office of the Registrar that the certificate has been modified and the effective date of the action. If not approved the proposal is returned to the Dean(s).

### E. 3. Discontinue a Certificate Program

<b>Academic Action:</b> No longer offer an existing Certificate Program.		
<b>Curricular Requirements:</b>	Not Applicable	
<b>Originator(s) of Process:</b>	Interdisciplinary, Disciplinary or Other Executive Committee	
<b>Approval Form:</b>	Form E – Certificate Program Cover Sheet	
<b>Approvals/ Recommendations Needed:</b>  A – Approval Needed R – Recommendation I – Information Only	A	Initiating Interdisciplinary Executive Committee
	A	Dean
	A	Academic Affairs Council
	R	Graduate Faculty Board of Advisors (If Graduate Level)
	A	Provost & Vice Chancellor for Academic Affairs
	I	Chancellor
	I	UW System Administration and Board of Regents
<b>Approval Process</b>		
Step 1	The Chair of the Executive Committee responsible for the Certificate Program prepares a proposal following the directions provided as part of <i>Form E – Certificate Program Cover Sheet</i> . (See Appendix A)	
Step 2	If the proposed deletion will impact units outside of the jurisdiction of the Executive Committee, then the proposal must be reviewed by the unit(s) impacted. The Executive Committee chair sends a <u>copy</u> of the proposal and a partially completed (Section 1) <i>Form Z – Curriculum Consultation Form</i> to the chair(s) of the appropriate unit(s). As the proposal progresses through the approval process it must include the completed <i>Form Z</i> from each of the unit(s) consulted.	
Step 3	After receiving the completed Form Zs, the proposal is approved or denied by the Executive Committee and forwarded to the Dean.	
Step 4	The Dean reviews the proposal and supporting documentation. After it is approved by the dean, the <u>original</u> proposal is routed to the appropriate governance committees (in the order below) along with a partially completed <i>Form Z-AAC and FORM Z-GBA Curriculum Consultation Form</i> as appropriate. <ul style="list-style-type: none"> <li>• <u>Graduate Faculty Board of Advisors</u> – if the proposal is for a graduate level certificate</li> <li>▪ <u>Academic Affairs Council</u> – under all circumstances.</li> </ul> As the proposal progresses through the approval process it must include the completed <i>Forms Z</i> from the governance committee(s) that reviewed the proposal. Following the AAC review, the <u>original</u> proposal and supporting documentation is forwarded to the Provost and Vice Chancellor for Academic Affairs. A <u>copy</u> of the proposal and supporting documentation is also sent to the chair of the University Committee.	
Step 5	The Provost reviews the proposal and, if approved, notifies the Office of the Registrar that the certificate has been deleted and the effective date of the action. If not approved the proposal is returned to the Dean(s).	
Step 6	The Provost Office also notifies the Chancellor and UW Associate Vice President for Academic and Student Affairs that a certificate has been established along with the effective date of the action.	

## F. 1. Modify General Education Program

<b>Academic Action:</b> Modify the institution's General Education Program structure or learning outcomes.	
<b>Curricular Requirements:</b>	See current Undergraduate Catalog.
<b>Originator of Process:</b>	General Education Council
<b>Approval Form:</b>	Form F – General Education Degree Program Changes
	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
<b>Approval Process</b>	
Step 1	The chair of an General Education Council prepares a proposal to modify existing program requirements and completes the <i>Form F – General Education Program Changes Cover Sheet</i> (See Appendix A)
Step 2	The proposal must be reviewed by the Interdisciplinary Units(s) that will be impacted by the changes. The chair of the General Education Council is responsible for sending a <u>copy</u> of the proposal, along with a partially completed (Section 1) <i>Form Z – Curriculum Consultation Form</i> , to the chair of the unit(s) impacted. As the proposal progresses through the approval process it must include the completed <i>Form Z</i> with the comments and suggestions of each 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.

## G. 1. Establish New Cooperative Program

<b>Academic Action:</b> Establish a Cooperative program 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.	
<b>Curricular Requirements:</b>	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.
<b>Originator of Process:</b>	Interdisciplinary Unit Executive Committee
<b>Approval Form:</b>	Form G – Cooperative Program Cover Sheet
<b>Approvals/ Recommendations Needed:</b>  A – Approval Needed R – Recommendation	A   Initiating Interdisciplinary Unit Executive Committee
	R   Other Interdisciplinary Unit Executive Committee(s)
	A   Dean(s)
	R   General Education Council (See Step 4 below.)
	R   Graduate Faculty Board of Advisors (See Step 4 below.)
	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	
<b>Approval Process</b>	
Step 1	A faculty committee prepares a proposal following the guidelines established by UW System and described in <i>Guidelines for Academic Program Review &amp; Regent Policy ACIS-1.0</i> . (See Appendix B) and completes the <i>Form G Cooperative Program Cover Sheet</i> (See Appendix A)
Step 2	If the proposed cooperative program will impact units outside of the jurisdiction of the initiating Executive Committee, then the proposal must be reviewed by the unit(s) impacted. The Executive Committee chair sends a <u>copy</u> of the proposal and a partially completed (Section 1) <i>Form Z – Curriculum Consultation Form</i> to the chair(s) of the appropriate unit(s). As the proposal progresses through the approval process it must include the completed <i>Form Z</i> from each of the unit(s) consulted.
Step 3	After receiving the completed Form Zs, the proposal, which may be modified, is approved by the Executive Committee and forwarded to the Dean.
Step 4	The Dean reviews the proposal and supporting documentation. After it is approved by the dean, the <u>original</u> proposal is routed to the appropriate governance committees (in the order below) along with a partially completed <i>Form Z-GEC, Z-GBA and FORM Z-AAC Curriculum Consultation Form</i> as appropriate. <ul style="list-style-type: none"> <li>• <u>Graduate Education Council</u> – if the proposed program involves a modification of general education requirements.</li> <li>• <u>Graduate Faculty Board of Advisors</u> – if the proposal is for a graduate level certificate <ul style="list-style-type: none"> <li>▪ <u>Academic Affairs Council</u> – under all circumstances.</li> </ul> </li> </ul> As the proposal progresses through the approval process it must include the completed <i>Forms Z</i> from the governance committee(s) that reviewed the

	proposal. Following the AAC review, the <u>original</u> proposal, supporting documentation and completed <i>Form Z-AAC</i> are forwarded to the chair of the University Committee for action by the Faculty Senate.
Step 5	The Faculty Senate acts on the proposal and informs the Provost and Vice Chancellor for Academic Affairs of the result of the vote.
Step 6	If the proposal is approved by the Faculty Senate the Provost reviews the proposal and (if approved) forwards it to the Chancellor for final institutional approval. If not approved by the Faculty Senate 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 cooperative program and returns the <i>Form G Cover Sheet</i> and supporting documentation to the Office of the Provost.
Step 8	If approved, the Provost Office forwards the proposal and supporting documentation to UW Associate Vice President for Academic and Student Affairs.
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 then the Provost notifies the Office of the Registrar that the new cooperative program has been approved and the effective date of the action.

## G. 2. Discontinue a Cooperative Program

<b>Academic Action:</b> No longer offer an existing Cooperative Program.		
<b>Curricular Requirements:</b>	Not Applicable	
<b>Originator(s) of Process:</b>	Interdisciplinary, Disciplinary or Other Executive Committee	
<b>Approval Form:</b>	Form G – Cooperative Program Cover Sheet	
<b>Approvals/ Recommendations Needed:</b> A – Approval Needed I – Information Only	A	Initiating Interdisciplinary Executive Committee
	A	Other Interdisciplinary or Disciplinary Units
	A	Dean
	A	Provost & Vice Chancellor for Academic Affairs
	I	Chancellor
	I	UW System Administration and Board of Regents
<b>Approval Process</b>		
Step 1	The chair of the Executive Committee responsible for the Cooperative Program prepares a proposal to discontinue it following the directions provided as part of <i>Form G – Cooperative Program Cover Sheet</i> . (See Appendix A)	
Step 2	If discontinuation of the program would impact units outside of the jurisdiction of the Executive Committee, then the proposal must be reviewed by the impacted unit(s). The chair of the Executive Committee is responsible for sending a <u>copy</u> of the proposal, along with a partially completed (Section 1) <i>Form Z – Curriculum Consultation Form</i> to the chair of the impacted unit(s). As the proposal progresses through the approval process it must include the completed <i>Form Z</i> of each of the unit(s) consulted.	
Step 3	After receiving the completed Form Zs the proposal is approved or not approved by the responsible Executive Committee and forwarded to the Dean.	
Step 4	The Dean reviews the proposal and supporting documentation. If it is approved by the Dean, the <i>Form G Cover Sheet</i> , <u>original</u> proposal, and supporting documentation is forwarded to the Provost and Vice Chancellor for Academic Affairs. If not approved, it is returned to the Executive Committee Chair.	
Step 5	The Provost reviews the proposal and, if approved, notifies the Office of the Registrar that the cooperative program is being discontinued and the effective date of the action. If not approved the proposal is returned to the Dean(s).	
Step 6	The Provost Office also notifies the Chancellor and UW Associate Vice President for Academic and Student Affairs that the cooperative program has been discontinued along with the effective date of the action.	

## H. 1. Offer an Existing Degree Program Off-Campus

<b>Academic Action:</b> Offer all course and other requirements for an existing degree program at a location that is not on the UW-Green Bay campus.		
<b>Curricular Requirements:</b>	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.	
<b>Originator of Process:</b>	Interdisciplinary Unit Executive Committee	
<b>Approval Form:</b>	Form H – Off-Campus Degree Program Cover Sheet	
<b>Approvals/ Recommendations Needed:</b>  A – Approval Needed R – Recommendation I – Information Only	A	Interdisciplinary Unit Executive Committee
	R	Other Unit Executive Committee(s)
	A	Dean(s)
	A	Academic Affairs Council
	A	Provost & Vice Chancellor for Academic Affairs
	A	Chancellor
	A	UW System Administration
	I	UW System Board of Regents
<b>Approval Process</b>		
Step 1	A faculty committee prepares a proposal following the guidelines established by UW System and described in <i>Guidelines for Academic Program Review &amp; Regent Policy ACIS-1.0</i> . (See Appendix B) and completes the <i>Form H Off-Campus Degree Program Cover Sheet</i> (See Appendix A)	
Step 2	If the proposed program would impact units outside of the jurisdiction of the initiating Executive Committee, then the proposal must be reviewed by the impacted unit(s). The chair of the Executive Committee is responsible for sending a <u>copy</u> of the proposal, along with a partially completed (Section 1) <i>Form Z – Curriculum Consultation Form</i> to the unit chairs of the programs impacted. As the proposal progresses through the approval process it must include the completed <i>Form Z</i> of each of the unit(s) consulted.	
Step 3	After receiving the completed Form Zs, the proposal is approved or not approved by the initiating Executive Committee and forwarded to the Dean.	
Step 4	The Dean reviews the proposal and supporting documentation. If it is approved by the dean, the <i>Form H Cover Sheet</i> , <u>original</u> proposal, and supporting documentation is forwarded to the Academic Affairs Counsel along with a partially completed <i>Form Z-AAC</i> .	
Step 5	The proposal is reviewed by the Academic Affairs Council. Following the AAC review, the <u>original</u> proposal, supporting documentation and completed <i>Form Z-AAC</i> are sent to the Office of the Provost. A <u>copy</u> of the proposal and supporting documentation is also sent to the chair of the University Committee.	
Step 6	If the proposal is approved by the Academic Affairs Council the Provost reviews the proposal and (if approved) forwards it to the Chancellor for final institutional approval. If not approved by the AAC 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 off-campus program and returns the <i>Form H Cover Sheet</i> and supporting documentation to the Office of the Provost.	
Step 8	If approved, the Provost Office forwards the proposal and supporting documentation to UW Associate Vice President for Academic and Student Affairs.	
Step 9	If approved by the UW Associate Vice President, the Provost notifies the Office of the Registrar that the off-campus degree program is being established and the effective date of the action.	

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

<b>Academic Action:</b> No longer offer an existing off-campus degree program.	
<b>Curricular Requirements:</b>	Not Applicable
<b>Originator(s) of Process:</b>	Interdisciplinary Executive Committee
<b>Approval Form:</b>	Form H– Off-Campus Degree Program Cover Sheet
<b>Approvals/ Recommendations Needed:</b> A – Approval Needed R – Recommendation I – Information Only	A     Initiating Interdisciplinary Executive Committee
	A     Dean
	A     Provost & Vice Chancellor for Academic Affairs
	I     Chancellor
	I     UW System Administration and Board of Regents
<b>Approval Process</b>	
Step 1	The chair of the Executive Committee responsible for the Off-Campus Degree Program prepares a proposal to discontinue it following the directions provided as part of <i>Form H – Off-Campus Degree Program Cover Sheet</i> . (See Appendix A)
Step 2	If discontinuation of the program would impact units outside of the jurisdiction of the Executive Committee, then the proposal must be reviewed by the impacted unit(s). The chair of the Executive Committee is responsible for sending a <u>copy</u> of the proposal, along with a partially completed (Section 1) <i>Form Z – Curriculum Consultation Form</i> to the chair of the impacted unit(s). As the proposal progresses through the approval process it must include the completed <i>Form Z</i> from each of the unit(s) consulted.
Step 3	After receiving the completed Form Zs the proposal is approved or not approved by the responsible Executive Committee and forwarded to the Dean.
Step 4	The Dean reviews the proposal and supporting documentation. If it is approved by the Dean, the <i>Form H Cover Sheet</i> , <u>original</u> proposal, and supporting documentation is forwarded to the Provost and Vice Chancellor for Academic Affairs. If not approved, it is returned to the Executive Committee Chair.
Step 5	The Provost reviews the proposal and, if approved, notifies the Office of the Registrar that the off-campus degree program is being discontinued and the effective date of the action. If not approved the proposal is returned to the Dean(s).
Step 6	The Provost Office also notifies the Chancellor and UW Associate Vice President for Academic and Student Affairs that the off-campus degree program has been discontinued along with the effective date of the action.

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

<b>Academic Action:</b> Establish a mechanism for offering an existing degree program using distance education methods.		
<b>Curricular Requirements:</b>	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.	
<b>Originator of Process:</b>	Interdisciplinary Unit Executive Committee	
<b>Approval Form:</b>	Form I – Distance Education Program Cover Sheet	
<b>Approvals/ Recommendations Needed:</b>  A – Approval Needed R – Recommendation I – Information Only	A	Initiating Interdisciplinary Unit Executive Committee
	R	Other Interdisciplinary Unit Executive Committee(s)
	A	Dean(s)
	A	Academic Affairs Council
	A	Provost & Vice Chancellor for Academic Affairs
	A	Chancellor
	A	UW System Administration
	I	UW System Board of Regents
<b>Approval Process</b>		
Step 1	A faculty committee prepares a proposal following the guidelines established by UW System and described in <i>Guidelines for Academic Program Review &amp; Regent Policy ACIS-1.0</i> . (See Appendix B) and completes the <i>Form I Distance Education Program Cover Sheet</i> (See Appendix A)	
Step 2	If the proposed distance education program would impact units outside of the jurisdiction of the initiating Executive Committee, then the proposal must be reviewed by the impacted unit(s). The chair of the Executive Committee is responsible for sending a <u>copy</u> of the proposal, along with a partially completed (Section 1) <i>Form Z – Curriculum Consultation Form</i> to the chair of the impacted unit(s). As the proposal progresses through the approval process it must include the completed <i>Form Z</i> of each of the unit(s) consulted.	
Step 3	After receiving the completed Form Zs, the proposal is approved or not approved by the initiating Executive Committee and forwarded to the Dean.	
Step 4	The Dean reviews the proposal and supporting documentation. If it is approved by the dean, the <i>Form I Cover Sheet</i> , <u>original</u> proposal, and supporting documentation is forwarded to the Academic Affairs Counsel along with a partially completed <i>Form Z-AAC</i> .	
Step 5	The proposal is reviewed by the Academic Affairs Council. Following the AAC review, the <u>original</u> proposal, supporting documentation and completed <i>Form Z-AAC</i> are sent to the Office of the Provost. A <u>copy</u> of the proposal and supporting documentation is also sent to the chair of the University Committee.	
Step 6	If the proposal is approved by the Academic Affairs Council the Provost reviews the proposal and (if approved) forwards it to the Chancellor for final institutional approval. If not approved by the AAC the proposal is returned to the Dean.	
Step 7	The proposal and recommendations are reviewed by the Chancellor who approves or does not approve the distance education program and returns the <i>Form I Cover Sheet</i> and supporting documentation to the Office of the Provost.	
Step 8	If approved, the Provost Office forwards the proposal and supporting documentation to UW Associate Vice President for Academic and Student Affairs.	
Step 9	If approved by the UW Associate Vice President, the Provost notifies the Office of the Registrar that the distance education program is being established and the effective date of the action.	

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

<b>Academic Action:</b> No longer offer an existing distance education degree program.	
<b>Curricular Requirements:</b>	Not Applicable
<b>Originator(s) of Process:</b>	Interdisciplinary, Disciplinary or Other Executive Committee
<b>Approval Form:</b>	Form I – Distance Education Program Cover Sheet
<b>Approvals/ Recommendations Needed:</b> A – Approval Needed I – Information Only	A     Initiating Interdisciplinary Executive Committee
	A     Dean
	A     Provost & Vice Chancellor for Academic Affairs
	I     Chancellor
	I     UW System Administration and Board of Regents
<b>Approval Process</b>	
Step 1	The chair of the Executive Committee responsible for the Distance Education Program prepares a proposal to discontinue it following the directions provided as part of <i>Form I – Distance Education Program Cover Sheet</i> . (See Appendix A)
Step 2	If discontinuation of the program would impact units outside of the jurisdiction of the Executive Committee, then the proposal must be reviewed by the impacted unit(s). The chair of the Executive Committee is responsible for sending a <u>copy</u> of the proposal, along with a partially completed (Section 1) <i>Form Z – Curriculum Consultation Form</i> to the chair of the impacted unit(s). As the proposal progresses through the approval process it must include the completed <i>Form Z</i> from each of the unit(s) consulted.
Step 3	After receiving the completed Form Zs the proposal is approved or not approved by the responsible Executive Committee and forwarded to the Dean.
Step 4	The Dean reviews the proposal and supporting documentation. If it is approved by the Dean, the <i>Form I Cover Sheet</i> , <u>original</u> proposal, and supporting documentation is forwarded to the Provost and Vice Chancellor for Academic Affairs. If not approved, it is returned to the Executive Committee Chair.
Step 5	The Provost reviews the proposal and, if approved, notifies the Office of the Registrar that the distance education program is being discontinued and the effective date of the action. If not approved the proposal is returned to the Dean(s).
Step 6	The Provost Office also notifies the Chancellor and UW Associate Vice President for Academic and Student Affairs that the distance education program has been discontinued along with the effective date of the action.

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

<b>Academic Action:</b> 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.	
<b>Curricular Requirements:</b>	Variable depending upon the degree requirements.
<b>Originator of Process:</b>	Interdisciplinary Unit Executive Committee
<b>Approval Form:</b>	Form J – Articulation Agreement Cover Sheet
<b>Approvals/ Recommendations Needed:</b>  <b>A – Approval Needed</b> <b>I – Information Only</b>	A   Initiating Interdisciplinary Unit Executive Committee
	A   Dean(s)
	A   Provost & Vice Chancellor for Academic Affairs
	I   Chancellor
	I   UW System Administration/ Board of Regents
	I   Academic Affairs Council
	I   UC and Faculty Senate
	I   General Education Council
<b>Approval Process</b>	
Step 1	An Interdisciplinary Unit Executive Committee, Dean or Provost prepares a proposal following the guidelines established by UW System and described in <i>AIS 6.2 Guidelines for Developing Program-to-Program Articulation Agreements Between UW System Institutions and WTCS Districts</i> . (See Appendix B) and completes the <i>Form J Articulation Agreement Cover Sheet</i> (See Appendix A)
Step 2	If not developed by the Dean, the Dean reviews the proposal may request changes. When approved by the Dean, the 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 3	The Provost reviews the proposal and all recommendations and, if approved, obtains all necessary approval signatures from the institution(s) participating in the agreement. If not approved, the proposal is returned to the Dean.
Step 4	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 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.
Step 5	After being notified by ACSS, the Provost notifies the Office of the Registrar that a new program-to-program agreement has been established. In addition, for informational purposes only, the Provost and Vice Chancellor for Academic Affairs forwards a copy of the agreement to the chairs of the University Committee, Academic Affairs Council and General Education Council.

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

<b>Academic Action:</b> Establish, merge, or discontinue an interdisciplinary, disciplinary or other unit following UW-Green Bay and UW System policies and procedures.		
<b>Curricular Requirements:</b>	Not applicable.	
<b>Originator of Process:</b>	Faculty Members Concerned, Dean or Provost and Vice Chancellor for Academic Affairs	
<b>Approval Form:</b>	Form K – Academic Unit Action Cover Sheet	
<b>Approvals/ Recommendations Needed:</b>  A – Approval Needed I – Information Only	A	Initiating Interdisciplinary Unit Executive Committee
	A	Academic Affairs Council
	A	Personnel Council
	A	Dean(s)
	A	Provost & Vice Chancellor for Academic Affairs
	A	University Committee/Faculty Senate
	A	Chancellor
	I	UW System Administration
	I	UW System Board of Regents
<b>Approval Process</b>		
Step 1	The initiator(s) of the process prepare(s) a proposal including a detailed rationale to establish, merge or discontinue an interdisciplinary, disciplinary or other academic unit following the instructions provided on <i>Form K Academic Unit Action Cover Sheet</i> . (See Appendix A.)	
Step 2	If the proposal is initiated by the Dean or Provost and Vice Chancellor for Academic Affairs, the faculty members concerned, must review the proposal and record their recommendation on <i>Form Z - Curriculum Consultation Form</i> . The proposal and completed Form Z is then forwarded to Academic Affairs and Personnel Council meeting jointly. (Go to Step 5) <u>OR</u> If the proposal was initiated by the faculty members concerned then proceed to Step 3 below.	
Step 3	If establishing, merging or discontinuing an academic unit will impact faculty outside of the initiating committee then the proposal must be reviewed by the Interdisciplinary Unit(s) that will be impacted. As the proposal progresses through the approval process it must include a completed <i>Form Z - Curriculum Consultation Form</i> that includes the comments and suggestions of each of the unit(s) consulted.	
Step 4	The Dean reviews the proposal and supporting documentation and may request additional information. After it is approved by the dean, the <i>Form C Cover Sheet</i> , original proposal, and supporting documentation is forwarded to the Academic Affairs Council and Personnel Council meeting jointly along with a partially completed <i>Form Z-AAC</i> .	
Step 5	Following the Academic Affairs Council/Personnel Council review, the <u>original</u> proposal, supporting documentation and completed <i>Form Z-AAC</i> are forwarded to the chair of the University Committee for action by the Faculty Senate.	
Step 6	The Faculty Senate acts on the proposal and informs the Provost and Vice Chancellor for Academic Affairs of the result of the vote.	
Step 7	If the proposal is approved by the Faculty Senate the Provost reviews the proposal and, if approved, forwards it to the Chancellor for final institutional approval. If not approved by the Faculty Senate 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 new academic unit and returns the <i>Form K Cover Sheet</i> and supporting documentation to the Office of the Provost.	
Step 9	If approved, the Provost Office notifies the Dean and impacted faculty that the new unit has been formed and the effective date of the action.	

## L. 1. Develop a New Course Offering

<b>Academic Action:</b> Develop a new course offering with a structure and requirements that are consistent with UW-Green Bay policies and procedures.	
<b>Curricular Requirements:</b>	Variable depending upon type of course
<b>Originator(s) of Process:</b>	UW-Green Bay Faculty or Staff Member
<b>Approval Form:</b>	Form CMF – Course Master Form
<b>Approvals/ Recommendations Needed:</b>  A – Approval Needed	A    Disciplinary Executive Committee (If disciplinary course)
	A    Interdisciplinary Executive Committee
	A    Dean
	A    General Education Council
	A    Academic Affairs Council
	A    Provost and Vice Chancellor for Academic Affairs
<b>Approval Process</b>	
Step 1	<i>Form CMF – Course Master Form</i> is completed by a faculty member and submitted to Disciplinary Executive Committee if it is a disciplinary course (Go to Step 2) or an Interdisciplinary Executive Committee if it is an Interdisciplinary course (Go to Step 3).
Step 2	The Disciplinary Executive Committee reviews the proposal and, if approved, it is forwarded to the appropriate Interdisciplinary Executive Committee for review.
Step 3	The Interdisciplinary Executive Committee reviews the proposed course and may request changes. If approved it is forwarded to the appropriate Dean.
Step 4	<p>The Dean reviews the proposal and supporting documentation and may request changes to the proposal based on the recommendations received. When approved by the Dean, the proposal is forwarded to the appropriate governance committees along with a partially completed <i>Form Z-AAC</i> and <i>FORM Z-GEC Curriculum Consultation Form</i> as appropriate. The Academic Affairs Council should be the last governance committee to review the proposal.</p> <ul style="list-style-type: none"> <li>▪ <u>General Education Council</u> – if it is intended to satisfy a General Education requirement.</li> <li>▪ <u>Academic Affairs Council</u> – under all circumstances.</li> </ul> <p>As the proposal progresses through the approval process it must include the appropriate, completed <i>Form Z</i> that includes the comments and suggestions of the governance committees that reviewed the proposal. Following the AAC review, the <u>original</u> proposal and supporting documentation are sent to the Office of the Provost. A <u>copy</u> of the proposal and supporting documentation is also sent to the chair of the University Committee.</p>
Step 5	The Provost reviews the proposal and supporting documents. If approved by the Provost, the Dean, initiating Executive Committee and Registrar's Office is notified that a new course has been approved and the effective date of the action. If not approved, the proposal is returned to the Dean(s) for further development.

## L. 2. Substantial Change in Existing Course

<b>Academic Action:</b> Change the number of credit hours or make a substantial change in the content of an existing course.	
<b>Curricular Requirements:</b>	Variable depending upon type of course
<b>Originator(s) of Process:</b>	UW-Green Bay Faculty or Staff Member
<b>Approval Form:</b>	Form CMF – Course Master Form
<b>Approvals/ Recommendations Needed:</b>  A – Approval Needed	A    Disciplinary Executive Committee (If disciplinary course)
	A    Interdisciplinary Executive Committee
	A    Dean
	A    General Education Council
	A    Academic Affairs Council
	A    Provost and Vice Chancellor for Academic Affairs
<b>Approval Process</b>	
Step 1	<i>Form CMF – Course Master Form</i> is completed by a faculty member and submitted to Disciplinary Executive Committee if it is a disciplinary course (Go to Step 2) or an Interdisciplinary Executive Committee if it is an Interdisciplinary course (Go to Step 3).
Step 2	The Disciplinary Executive Committee reviews the proposal and, if approved, it is forwarded to the appropriate Interdisciplinary Executive Committee for review.
Step 3	The Interdisciplinary Executive Committee reviews the proposed course and may request changes. If approved it is forwarded to the appropriate Dean.
Step 4	<p>The Dean reviews the proposal and supporting documentation and may request changes to the proposal based on the recommendations received. When approved by the Dean, the proposal is forwarded to the appropriate governance committees along with a partially completed <i>Form Z-AAC</i> and <i>FORM Z-GEC Curriculum Consultation Form</i> as appropriate. The Academic Affairs Council should be the last governance committee to review the proposal.</p> <ul style="list-style-type: none"> <li>▪ <u>General Education Council</u> – if it is intended to satisfy a General Education requirement.</li> <li>▪ <u>Academic Affairs Council</u> – under all circumstances.</li> </ul> <p>As the proposal progresses through the approval process it must include the appropriate, completed <i>Form Z</i> that includes the comments and suggestions of the governance committees that reviewed the proposal. Following the AAC review, the <u>original</u> proposal and supporting documentation are sent to the Office of the Provost. A <u>copy</u> of the proposal and supporting documentation is also sent to the chair of the University Committee.</p>
Step 5	The Provost reviews the proposal and supporting documents. If approved by the Provost, the Dean, initiating Executive Committee and Registrar's Office is notified that a course has been substantially changed and the effective date of the action. If not approved, the proposal is returned to the Dean(s) for further development.

### L. 3. Minor Revisions of an Existing Course

<b>Academic Action:</b> Revise one or more characteristics of an existing course. New course structure and requirements must be consistent with UW-Green Bay policies and procedures.	
<b>Curricular Requirements:</b>	Variable depending upon type of course
<b>Originator(s) of Process:</b>	UW-Green Bay Faculty or Staff Member
<b>Approval Form:</b>	Form MCC – Minor Course Change Form
<b>Approvals/ Recommendations Needed:</b> A – Approval Needed	A     Disciplinary Executive Committee (If disciplinary course)
	A     Interdisciplinary Executive Committee
	A     General Education Council
	A     Dean
<b>Approval Process</b>	
Step 1	<i>Form MCC – Minor Course Change Form</i> (Appendix A) is completed by a faculty member and submitted to Disciplinary Executive Committee if it is a disciplinary course (Go to Step 2) or an Interdisciplinary Executive Committee if it is an interdisciplinary course (Go to Step 3).
Step 2	The Disciplinary Executive Committee reviews the proposal and, if approved, it is forwarded to the appropriate Interdisciplinary Executive Committee for review.
Step 3	The Interdisciplinary Executive Committee reviews the proposal and may request revisions. If approved, the proposal is either forwarded to the General Education Council, along with a partially completed <i>Form Z-GEC Curriculum Consultation Form</i> (Go to Step 4) OR the Dean’s Office, if the minor course change(s) do not involve General Education requirements. (Go to Step 5)
Step 4	The proposal is reviewed by the General Education Council. Following the GEC review, the <u>original</u> proposal, supporting documentation and completed <i>Form Z-GEC</i> are sent to the Office of the Dean.
Step 5	If approved by the Dean, the initiating Executive Committee and Registrar’s Office is notified that minor changes to the course have been approved and the effective date of the action. If not approved, the proposal is returned to the Unit for further development.

## L. 4. Change the Status of a Course

<b>Academic Action:</b> Change the status of a regularly scheduled course by requesting approval for one of the following actions: (1) delete a course; (2) change a course to inactive; or (3) change a course to active.		
<b>Curricular Requirements:</b>	Not applicable.	
<b>Originator(s) of Process:</b>	Disciplinary or Interdisciplinary Unit	
<b>Approval Form:</b>	Form CM – Course Master Form	
<b>Approvals/ Recommendations Needed:</b> A – Approval Needed	A	Disciplinary Executive Committee (If disciplinary course)
	A	Interdisciplinary Executive Committee
	A	General Education Council
	A	Dean
<b>Approval Process</b>		
Step 1	<i>Form MCC – Minor Course Change Form</i> (Appendix A) is completed by a faculty member and submitted to Disciplinary Executive Committee if it is a disciplinary course (Go to Step 2) or an Interdisciplinary Executive Committee if it is an interdisciplinary course (Go to Step 3).	
Step 2	The Disciplinary Executive Committee reviews the proposal and, if approved, it is forwarded to the appropriate Interdisciplinary Executive Committee for review.	
Step 3	The Interdisciplinary Executive Committee reviews the proposal and may request revisions. If approved, the proposal is either forwarded to the General Education Council, along with a partially completed <i>Form Z-GEC Curriculum Consultation Form</i> (Go to Step 4) OR the Dean's Office, if the minor course change(s) do not involve General Education requirements. (Go to Step 5)	
Step 4	The proposal is reviewed by the General Education Council. Following the GEC review, the <u>original</u> proposal, supporting documentation and completed <i>Form Z-GEC</i> are sent to the Office of the Dean.	
Step 5	If approved by the Dean, the initiating Executive Committee and Registrar's Office is notified that minor changes to the course have been approved and the effective date of the action. If not approved, the proposal is returned to the Unit for further development.	

## L. 5. Develop an Experimental Course Offering

<b>Academic Action:</b> 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.		
<b>Curricular Requirements:</b>	Variable depending upon type of course	
<b>Originator(s) of Process:</b>	UW-Green Bay Faculty or Staff Member	
<b>Approval Form:</b>	<i>Form X – Experimental Course Approval Form</i>	
<b>Approvals/ Recommendations Needed:</b> A – Approval Needed	A	Disciplinary Executive Committee (If disciplinary course)
	A	Interdisciplinary Executive Committee
	A	Dean
<b>Approval Process</b>		
Step 1	<i>Form X – Experimental Course Approval Form</i> is completed by a faculty member and submitted to an Executive Committee chair. If the course is a disciplinary course (Go to Step 2) or if it is an interdisciplinary course (Go to Step 3).	
Step 2	The Disciplinary Executive Committee reviews the proposal and, if approved, it is forwarded to the appropriate Interdisciplinary Executive Committee for review.	
Step 3	The Interdisciplinary Executive Committee reviews the proposal and may request revisions. If approved, the proposal is either forwarded to the General Education Council, along with a partially completed <i>Form Z-GEC Curriculum Consultation Form</i> (Go to Step 4) OR the Dean's Office, if the minor course change(s) do not involve General Education requirements. (Go to Step 5)	
Step 4	The proposal is reviewed by the General Education Council. Following the GEC review, the <u>original</u> proposal, supporting documentation and completed <i>Form Z-GEC</i> are sent to the Office of the Dean.	
Step 5	If approved by the Dean, the initiating Executive Committee and Registrar's Office is 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  
<http://www.uwgb.edu/adminforms>

# APPENDIX B

## UW SYSTEM POLICIES

*ACIS-1.0 Guidelines for Academic Program Review & Regent Policy*

Located at: <http://www.uwsa.edu/acss/planning/guidelines/index.htm>

*AIS 6.2 Guidelines for Developing Program-to-Program Articulation Agreements  
Between UW System Institutions and WTCS Districts*

Located at: <http://www.uwsa.edu/acss/acis/acis-6-2.pdf>