

CURRICULUM PLANNING AND PROCEDURES GUIDE

UNIVERSITY OF WISCONSIN - GREEN BAY

Approved by the
University Committee and Faculty Senate

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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 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 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.

Timothy Sewall, Associate Provost for Academic Affairs
August 2010

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 ¹	A	A	A	A	A	A
A2	Modify degree requirements	A	A	R ²	R ¹	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	I	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 ³	A	N	N	A	A ⁴	A	I	I	I
C2	Modify minor requirements	A ³	A	N	N	A	N	A	N	N	N
C3	Rename a minor	A ³	A	N	N	A	N	A	N	I	I
C4	Discontinue a minor	A ³	A	N	N	A	A ⁴	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 ¹	A	N	A	I	I	I
E2	Modify certificate program requirements	A	A	N	R ¹	A	N	A	N	N	N
E3	Discontinue a certificate program	A	A	N	R ¹	A	N	A	I	I	I

A = Approval Needed
N = No Action Required

R = Recommendation Only

I = Informed of Decision

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

²Required only if the change involves a general education requirement.

³Required only if the minor is under the auspices of an interdisciplinary budget unit.

⁴Required 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 ¹	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 ⁵	A	A	A	I	I
L1	Develop a new course offering	A	A	R ⁶	N	A	N	A	N	N	N
L2	Substantial Change of a course	A	A	R	N	A ⁷	N	A	N	N	N
L3	Minor Revisions of a course	A	A	A ⁶	N	N	N	N	N	N	N
L4	Change the status of a course	A	A	A ⁶	N	N	N	N	N	N	N
L5	Develop an experimental course offering	A	A	A ⁶	N	N	N	N	N	N	N

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

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

⁵The Academic Affairs Council and Personnel Council meet jointly on these matters.

⁶Required only if the course is intended to meet a general education requirement.

⁷Required only if the revisions are substantial as indicated on the Master Course Form.

A. 1. Establish New Degree

Academic Action: Establish a program of study that leads to the awarding of a specific bachelor's or master's degree (e.g., Bachelor of Arts, Bachelor of Business Administration) that is in compliance with UW-Green Bay and UW System policies.		
Curricular Requirements:	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.	
Originator of Process:	Interdisciplinary Unit Executive Committee	
Approval Form:	Form AA – Degree, Major, Minor, Emphasis, Certificate	
Approvals/ Recommendations Needed: 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
Approval Process		
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 & Regent Policy ACIS-1.0</i> . Following approval by the dean and Provost, the Provost submits the proposal to the UW System Associate Vice President for Academic, Faculty, and Global Programs.	
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 & Regent Policy ACIS-1.0</i> . (See Appendix B) and completes the <i>Form AA Degree, Major, Minor, Emphasis, Certificate</i> and attaches all required supporting documentation. (See Appendix A)	
Step 3	If any courses or other degree requirements are outside the jurisdiction of the initiating faculty committee, then the draft proposal must be reviewed by the Interdisciplinary Unit(s) impacted by the creation of the new degree. The chair of the initiating faculty committee is responsible for sending (electronically) a complete proposal to the chair of the unit(s) impacted. As the proposal progresses through the approval process it must include written documentation from <u>all</u> of the unit(s) consulted.	
Step 4	The proposal may be revised based on the comments received. When a final proposal is approved by the initiating Interdisciplinary Unit Executive Committee, the proposal and all supporting documentation is forwarded to the dean for review and approval.	
Step 5	The dean reviews the proposal and supporting documentation and has the	

	<p>option of approving the proposal, not approving the proposal or requesting changes to the proposal. Approved proposals and supporting documentation are then routed to the appropriate governance committees. The Academic Affairs Council should be the last governance committee to review the proposal.</p> <ul style="list-style-type: none"> ▪ <u>General Education Council</u> – if the degree involves changes to the institution’s general education requirements. ▪ <u>Graduate Faculty Board of Advisors</u> – if the proposal involves a master’s degree program. ▪ <u>Academic Affairs Council</u> – under all circumstances. <p>As the proposal progresses through the approval process it must include the appropriate <i>Form Z</i> that includes the comments and suggestions of the governance committees that reviewed the proposal. Following the AAC review, an approved 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.) If not approved by the AAC, the proposal is returned to appropriate dean(s).</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 are forwarded to the Provost 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. If the Faculty Senate approves the proposal it is sent to the Provost for review and approval. If <u>not</u> approved by the Faculty Senate the proposal is returned to the appropriate dean(s).
Step 8	The Provost reviews the proposal. If approved, it is forwarded to the Chancellor for final institutional approval. If not approved, the proposal is returned to the appropriate dean.
Step 9	The proposal and recommendations are reviewed by the Chancellor who approves or does not approve the new degree and returns the <i>Form AA Degree, Major, Minor, Emphasis, Certificate</i> and supporting documentation to the Provost.
Step 10	If approved, the Provost forwards the proposal and supporting documentation to a Program Review Committee consisting of a Provost representative, one or two institutional representatives and a UW System representative. The Committee reviews the proposal and submits, through the Provost, a recommendation to the UW System Associate Vice President for Academic, Faculty, and Global Programs for approval.
Step 11	If approved by the UW Associate Vice President the proposal is submitted to the UW Board of Regents Education Committee and full Board for approval.
Step 12	If approved by the Board of Regents 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

Academic Action: Modify the course or non-course requirements of an existing bachelor's or master's degree.		
Curricular Requirements:	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.	
Originator of Process:	Interdisciplinary Unit Executive Committee	
Approval Form:	Form AA – Degree, Major, Minor, Emphasis, Certificate	
Approvals/ Recommendations Needed: A – Approval Needed R – Recommendation I – Information Only	A	Interdisciplinary Unit Executive Committee
	R	Other Interdisciplinary 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
	I	Chancellor
	I	UW System Administration and Board of Regents
Approval Process		
Step 1	The chair of an Interdisciplinary Unit Executive Committee prepares a proposal to modify existing degree requirements and completes the <i>Form AA Degree, Major, Minor, Emphasis, Certificate</i> and attaches all required supporting documentation. (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 draft proposal must be reviewed by the Interdisciplinary Units(s) that will be impacted by the changes. The chair of the initiating faculty committee is responsible for sending (electronically) a complete proposal to the chair of the unit(s) impacted. As the proposal progresses through the approval process it must include written documentation from <u>all</u> of the unit(s) consulted.	
Step 3	The proposal may be revised based on the comments received. When a final proposal is approved by the initiating Interdisciplinary Unit Executive Committee the proposal and all supporting documentation is forwarded to the dean for review and approval.	
Step 4	The dean reviews the proposal and supporting documentation and has the option of approving the proposal, not approving the proposal or requesting changes to the proposal. Approved proposals and supporting documentation are then routed to the appropriate governance committees. The Academic Affairs Council should be the last governance committee to review the proposal. <ul style="list-style-type: none"> ▪ <u>General Education Council</u> – if the degree involves changes to the institution's general education requirements. ▪ <u>Graduate Faculty Board of Advisors</u> – if the proposal involves a master's degree program. ▪ <u>Academic Affairs Council</u> – under all circumstances. 	

	As the proposal progresses through the approval process, it must include the appropriate, <i>Form Z</i> that includes the comments and suggestions of the governance committees that reviewed the proposal. Following the AAC review, an approved proposal and supporting documentation is forwarded to the Provost. If not approved by the AAC, the proposal is returned to dean.
Step 5	The proposed degree modification with supporting documentation is reviewed by the Provost. If approved by the Provost, the chair of the initiating Executive Committee, dean, Registrar and SOFAS are notified that the degree program requirements have been modified and the effective date of the change. If not approved by the Provost, the proposal is returned to the dean.
Step 6	The Provost notifies the UW Associate Vice President for Academic, Faculty, and Global Programs that modification of requirements to an existing degree program have been made and the effective date of the change.

A. 3. Rename a Degree

Academic Action: Change the name of an existing bachelor's or master's degree.	
Curricular Requirements:	Not applicable.
Originator(s) of Process:	Interdisciplinary Executive Committee
Approval Form:	Form AA – Degree, Major, Minor, Emphasis, Certificate
Approvals/Recommendations Needed: 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
Approval Process	
Step 1	The chair of an Interdisciplinary Executive Committee prepares a proposal to rename an existing degree program and completes <i>Form AA Degree, Major, Minor, Emphasis, Certificate</i> and attaches all required supporting documentation. (See Appendix A)
Step 2	If renaming of the degree impacts units outside the jurisdiction of the initiating Executive Committee, then the draft proposal must be reviewed by the Interdisciplinary Unit(s) that will be impacted by the changes. The chair of the initiating Executive Committee is responsible for sending (electronically) a complete proposal to the chair of the unit(s) impacted. Each unit impacted must respond, in writing, to the request to review the proposal. As the proposal progresses through the approval process it must include written documentation from <u>all</u> of the unit(s) consulted.
Step 3	The proposal may be revised based on the comments received. When a final proposal is approved by the initiating Interdisciplinary Unit Executive Committee the proposal and all supporting documentation is forwarded to the dean for review and approval.
Step 4	The dean reviews the proposal and supporting documentation and has the option of approving the proposal, not approving the proposal or requesting changes to the proposal. Approved proposals and supporting documentation are sent to the Academic Affairs Council for its review and approval.
Step 5	The proposed name change is reviewed by the Academic Affairs Council. Following the AAC review, an approved proposal and supporting documentation is forwarded to the Provost. If not approved by the AAC, the proposal is returned to dean.
Step 6	The proposed name change with supporting documentation is reviewed by the Provost. If approved by the Provost, the chair of the initiating Executive Committee, dean, Registrar and SOFAS are notified that the degree program requirements have been modified and the effective date of the change. If not approved by the Provost, the proposal is returned to the dean.
Step 7	The Provost notifies the UW Associate Vice President for Academic, Faculty, and Global Programs that the name of an existing degree has been changed and when it should be officially implemented.

A. 4. Discontinue a Degree

Academic Action: Discontinue an existing bachelor's or master's degree program.	
Curricular Requirements:	Not applicable.
Originator(s) of Process:	Interdisciplinary Executive Committee
Approval Form:	Form AA – Degree, Major, Minor, Emphasis, Certificate
Approvals/Recommendations Needed: 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 University Committee/Faculty Senate
	A Provost & Vice Chancellor for Academic Affairs
	A Chancellor
	I UW System Administration & Board of Regents
Approval Process	
Step 1	The chair of an Interdisciplinary Unit Executive Committee prepares a rationale for discontinuing the degree program and completes <i>Form AA Degree, Major, Minor, Emphasis, Certificate</i> and attaches all required supporting documentation. (See Appendix A)
Step 2	If discontinuing the degree impacts units outside the jurisdiction of the initiating Executive Committee, then the draft proposal must be reviewed by those Interdisciplinary Unit(s). The chair of the initiating Executive Committee is responsible for sending (electronically) a complete proposal to the chair of the unit(s) impacted. Each unit impacted must respond, in writing, to the request to review the proposal. As the proposal progresses through the approval process it must include the written documentation from <u>all</u> of the unit(s) consulted.
Step 3	The proposal may be revised based on the comments received. When a final proposal is approved by the initiating Executive Committee the proposal and all supporting documentation is forwarded to the dean for review and approval.
Step 4	The dean reviews the proposal and supporting documentation and has the option of approving the proposal or not approving the proposal. Approved proposals and supporting documentation are then sent to the Academic Affairs Council for its review and approval.
Step 5	The proposal is reviewed by the Academic Affairs Council. Approved proposals and supporting documentation are forwarded to the chair of the University Committee for action by the Faculty Senate. Proposals that are not approved are returned to the dean.
Step 6	The dean is responsible for presenting the proposal to the Faculty Senate. If the Faculty Senate approves the proposal it is sent to the Provost for review and approval. If <u>not</u> approved by the Faculty Senate the proposal is returned to the appropriate Dean.
Step 7	The Provost reviews the proposal. If approved, it is forwarded to the Chancellor for final institutional approval. If not approved, the proposal is returned to the appropriate Dean.
Step 8	The proposal and recommendations are reviewed by the Chancellor who approves or does not approve the discontinuation of the degree.
Step 9	If approved by the Chancellor, the Provost notifies the initiating Executive Committee, dean, Registrar and SOFAS that the degree program will be discontinued and the effective date of the discontinuation. Students who are currently enrolled in the degree program will be allowed a sufficient amount of time to complete the degree requirements and awarded the degree.
Step10	The Provost also notifies the UW Associate Vice President for Academic, Faculty, and Global Programs that an existing degree program has been discontinued along with

	the effective date of the action.
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B. 1. Establish a New Major

Academic Action: Establish a disciplinary or interdisciplinary major program of study that is in compliance with UW-Green Bay and UW System policies and procedures.	
Curricular Requirements:	Minimum of 30 degree credits including 24 at the upper level.
Originator(s) of Process:	Interdisciplinary, Disciplinary or Other Unit Executive Committee
Approval Form:	Form AA – Degree, Major, Minor, Emphasis, Certificate
Approvals/ Recommendations Needed: 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
Approval Process	
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 & Regent Policy ACIS-1.0</i> . Following approval by the dean and Provost, the Provost submits the proposal to the UW System Associate Vice President for Academic, Faculty, and Global Programs.
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 & Regent Policy ACIS-1.0</i> . (See Appendix B) and completes the <i>Form AA Degree, Major, Minor, Emphasis, Certificate</i> . (See Appendix A)
Note:	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 faculty committee, then the draft proposal must be reviewed by the Interdisciplinary Unit(s) that will be impacted by the creation of the new major. The chair of the initiating faculty committee is responsible for sending (electronically) a complete proposal to the chair of the unit(s) impacted. As the proposal progresses through the approval process it must include written documentation from <u>all</u> of the unit(s) consulted.
Step 4	The proposal may be revised based on the comments received. When a final proposal is approved by the initiating Interdisciplinary Unit Executive Committee, the proposal and all supporting documentation is forwarded to the dean for review and approval.
Step 5	The dean reviews the proposal and supporting documentation and has the option of approving the proposal, not approving the proposal or requesting changes to the proposal. Approved proposals and supporting documentation are sent to the Academic Affairs Council.

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

Academic Action: 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.	
Curricular Requirements:	Minimum of 30 credits including 24 at the upper level.
Originator(s) of Process:	Interdisciplinary or Disciplinary Executive Committee
Approval Form:	Form AA - Degree, Major, Minor, Emphasis, Certificate
Approvals/ Recommendations Needed: 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
	I UW System Administration
	I UW System Board of Regents
Approval Process	
Step 1	The chair of the Executive Committee responsible for an existing major prepares a proposal to modify the requirements of the major and completes the <i>Form AA Degree, Major, Minor, Emphasis, Certificate</i> and attaches all required supporting documentation. (See Appendix A)
Step 2	If the proposed modifications involve requirements that are outside the jurisdiction of the initiating Executive Committee, then the draft proposal must be reviewed by the other responsible unit(s). The chair of the initiating faculty committee is responsible for sending (electronically) a complete proposal to the chair of the unit(s) impacted. As the proposal progresses through the approval process it must include written documentation from <u>all</u> of the unit(s) consulted..
Step 3	The proposal may be revised based on the comments received. When a final proposal is approved by the initiating Interdisciplinary Unit Executive Committee the proposal and all supporting documentation is forwarded to the dean for review and approval.
Step 4	The dean reviews the proposal and supporting documentation and has the option of approving the proposal, not approving the proposal or requesting changes to the proposal. Approved proposals and supporting documentation are then routed to the Academic Affairs Council.
Step 5	The proposal and supporting documentation are reviewed by the Academic Affairs Council. Following the AAC review, an approved proposal and supporting documentation is forwarded to the Provost. If not approved by the AAC, the proposal is returned to dean.
Step 6	The proposal and supporting documentation is reviewed by the Provost. If approved by the Provost, the chair of the initiating Executive Committee, dean, Registrar and SOFAS are notified that the degree program requirements have been modified and the effective date of the change. If not approved by the Provost, the proposal is returned to the dean.
Step 7	The Provost notifies the UW Associate Vice President for Academic, Faculty, and Global Programs that modifications of requirements to an existing major have been made and the effective date of the change.

B. 3. Limited Modification of Major Requirements

Academic Action: 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.	
Curricular Requirements:	Minimum of 30 degree credits including 24 at the upper level.
Originator(s) of Process:	Interdisciplinary or Disciplinary Executive Committee
Approval Form:	Form AA – Degree, Major, Minor, Emphasis, Certificate
Approvals/ Recommendations Needed: 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 and completes the <i>Form AA Degree, Major, Minor, Emphasis, Certificate</i> and attaches all required supporting documentation. (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 Interdisciplinary Unit(s) that will be impacted by the change in requirements. The chair of the initiating faculty committee is responsible for sending (electronically) a complete proposal to the chair of the unit(s) impacted. As the proposal progresses through the approval process it must include written documentation from <u>all</u> of the unit(s) consulted.
Step 3	The proposal may be revised based on the comments received. When a final proposal is approved by the initiating Executive Committee the proposal and all supporting documentation is forwarded to the dean for review and approval.
Step 4	The dean reviews the proposal and supporting documentation and has the option of approving the proposal, not approving the proposal or requesting changes to the proposal. Approved proposals and supporting documentation are then sent to the Academic Affairs Council.
Step 5	The proposal and supporting documentation are reviewed by the Academic Affairs Council. Following the AAC review, an approved proposal and supporting documentation is forwarded to the Provost. If not approved by the AAC, the proposal is returned to dean.
Step 6	The proposed major modification and supporting documentation is reviewed by the Provost. If approved by the Provost, the chair of the initiating Executive Committee, dean, Registrar and SOFAS are notified that the degree program requirements have been modified and the effective date of the change. If not approved by the Provost, the proposal is returned to the dean.

B. 4. Rename a Major

Academic Action: Change the name of an existing major in a manner that is consistent with the policies and procedures of UW-Green Bay and the UW System.		
Curricular Requirements:	Not applicable.	
Originator(s) of Process:	Interdisciplinary or Disciplinary Executive Committee	
Approval Form:	Form AA – Degree, Major, Minor, Emphasis, Certificate	
Approvals/ Recommendations Needed: A – Approval Needed R - Recommendation I – Information Only	A	Initiating Executive Committee
	R	Other Disciplinary or Interdisciplinary Units
	A	Dean
	A	Academic Affairs Council
	A	Provost & Vice Chancellor for Academic Affairs
	I	UW System Administration and Board of Regents
Approval Process		
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 AA Degree, Major, Minor, Emphasis, Certificate</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 AA Degree, Major, Minor, Emphasis, Certificate</i> and supporting documentation to the Academic Affairs Council.	
Step 3	The proposal and supporting documentation are reviewed by the Academic Affairs Council. Following the AAC review, an approved proposal and supporting documentation is forwarded to the Provost. If not approved by the AAC, the proposal is returned to dean.	
Step 4	The proposed name change and supporting documentation is reviewed by the Provost. If approved by the Provost, the chair of the initiating Executive Committee, dean, Registrar and SOFAS are informed of the decision. If not approved by the Provost, the proposal is returned to the dean.	
Step 5	The Provost Office also notifies the UW Associate Vice President for Academic, Faculty, and Global Programs that the name of an existing major will be changed along with the effective date of the change.	

B. 5. Discontinue a Major

Academic Action: No longer offer an existing major.	
Curricular Requirements:	Not applicable.
Originator(s) of Process:	Interdisciplinary or Disciplinary Executive Committee
Approval Form:	Form AA – Degree, Major, Minor, Emphasis, Certificate
Approvals/ Recommendations Needed: A – Approval Needed R – Recommendation I – Information Only	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
Approval Process	
Step 1	The chair of an Interdisciplinary Unit Executive Committee prepares a rationale for discontinuing the major and completes <i>Form AA Degree, Major, Minor, Emphasis, Certificate</i> and attaches all required supporting documentation. (See Appendix A)
Step 2	If discontinuing the major impacts units outside the jurisdiction of the initiating Executive Committee, then the draft proposal must be reviewed by those Interdisciplinary Unit(s). The chair of the initiating Executive Committee is responsible for sending (electronically) a complete proposal to the chair of the unit(s) impacted. Each unit impacted must respond, in writing, to the request to review the proposal. As the proposal progresses through the approval process it must include the written documentation from <u>all</u> of the unit(s) consulted.
Step 3	The proposal may be revised based on the comments received. When a final proposal is approved by the initiating Executive Committee the proposal and all supporting documentation is forwarded to the dean for review and approval.
Step 4	The dean reviews the proposal and supporting documentation and has the option of approving the proposal or not approving the proposal. Approved proposals and supporting documentation are then sent to the Academic Affairs Council for its review and approval.
Step 5	The proposal is reviewed by the Academic Affairs Council. Approved proposals and supporting documentation are forwarded to the chair of the University Committee for action by the Faculty Senate. Proposals that are not approved are returned to the dean.
Step 6	The dean is responsible for presenting the proposal to the Faculty Senate. If the Faculty Senate approves the proposal it is sent to the Provost for review and approval. If <u>not</u> approved by the Faculty Senate the proposal is returned to the dean.
Step 7	The Provost reviews the proposal. If approved, it is forwarded to the Chancellor for final institutional approval. If not approved, the proposal is returned to the dean.
Step 8	The proposal and recommendations are reviewed by the Chancellor who approves or does not approve the proposal and returns the <i>Form AA Degree, Major, Minor, Emphasis, Certificate</i> and supporting documentation to the Provost.
Step 9	If approved by the Chancellor, the Provost notifies the Office of the Registrar that the major will be discontinued and the effective date of the discontinuation. Students who are currently enrolled in the major will be allowed a sufficient amount of time to complete the major requirements.
Step 10	The Provost also notifies the UW Associate Vice President that an existing major has been discontinued along with the effective date of the action.

C. 1. Establish a New Minor

Academic Action: Establish a new minor that is in compliance with UW-Green Bay and UW System policies.	
Curricular Requirements:	Minimum of 18 degree credits including 12 at the upper level. Music, Art and Theatre disciplines are exempt from this requirement.
Originator(s) of Process:	Interdisciplinary, Disciplinary or Other Executive Committee
Approval Form:	Form AA – Degree, Major, Minor, Emphasis, Certificate
Approvals/ Recommendations Needed: 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
Approval Process	
Step 1	A Faculty Committee prepares a proposal following the directions provided as part of <i>Form AA Degree, Major, Minor, Emphasis, Certificate</i> . (See Appendix A)
Note:	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 faculty committee is responsible for sending (electronically) a complete proposal to the chair of the unit(s) impacted. As the proposal progresses through the approval process it must include written documentation from <u>all</u> of the unit(s) consulted.
Step 3	The proposal may be revised based on the 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 has the option of approving the proposal, not approving the proposal or requesting changes to the proposal. Approved proposals and supporting documentation are sent to the Academic Affairs Council.
Step 5	The proposal and supporting documentation are reviewed by the Academic Affairs Council. If the proposal is approved by the AAC and if there is no existing major with the same title as the proposed minor <u>or</u> if the new minor is intended to have a new Executive Committee then go to Step 6 . If there is a major with the same title and a new executive committee is not being formed, then go to Step 7 . [Faculty Senate approval is not required.] If not approved by the AAC, the proposal is returned to appropriate dean(s).
Step 6	The dean(s) are responsible for presenting the proposal to the Faculty Senate. If the Faculty Senate approves the proposal it is sent to the Provost for review and approval. If not approved by the Faculty Senate the proposal

	is returned to the appropriate dean.
Step 7	The Provost reviews the proposal and, if approved, the initiating executive committee chair, dean and Registrar are informed of the decision. If not approved by the Provost, the proposal is returned to the dean.
Step 8	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

Academic Action: Modify course or non-course requirements of an existing minor that is in compliance with UW-Green Bay policies.	
Curricular Requirements:	Minimum of 18 degree credits including 12 at the upper level with the exception of the Music, Art and Theatre disciplines.
Originator(s) of Process:	Interdisciplinary, Disciplinary or other Executive Committee
Approval Form:	Form AA – Degree, Major, Minor, Emphasis, Certificate
Approvals/ Recommendations Needed: 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
Approval Process	
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 AA Degree, Major, Minor, Emphasis, Certificate</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 initiating faculty committee is responsible for sending (electronically) a complete proposal to the chair of the unit(s) impacted. As the proposal progresses through the approval process it must include written documentation from <u>all</u> of the unit(s) consulted.
Step 3	The proposal may be revised based on the comments received. When a final proposal is approved by the initiating Executive Committee the proposal and all supporting documentation is forwarded to the dean for review and approval.
Step 4	The dean reviews the proposal and supporting documentation and has the option of approving the proposal, not approving the proposal or requesting changes to the proposal. Approved proposals and supporting documentation are sent to the Academic Affairs Council.
Step 5	The proposal and supporting documentation are reviewed by the Academic Affairs Council. Following the AAC review, an approved proposal with supporting documentation is forwarded to the Provost. If not approved by the AAC, the proposal is returned to dean.
Step 6	The proposed minor modification and supporting documentation is reviewed by the Provost. If approved by the Provost, the chair of the initiating Executive Committee, dean, Registrar and SOFAS are notified that the degree program requirements have been modified and the effective date of the change. If not approved by the Provost, the proposal is returned to the dean.

C. 3. Rename a Minor

Academic Action: Change the name of an existing minor with no changes in any of the minor's requirements.		
Curricular Requirements:	Not applicable.	
Originator(s) of Process:	Interdisciplinary, Disciplinary or Other Executive Committee	
Approval Form:	Form AA – Degree, Major, Minor, Emphasis, Certificate	
Approvals/ Recommendations Needed: 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
Approval Process		
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 AA Degree, Major, Minor, Emphasis, Certificate</i> . (See Appendix A)	
Step 2	The Dean reviews the proposal and supporting documentation and if approved, forwards the <i>Form AA Degree, Major, Minor, Emphasis, Certificate</i> and supporting documentation to the Academic Affairs Council.	
Step 3	The proposal with supporting documentation is reviewed by the Academic Affairs Council. Following the AAC review, an approved proposal with supporting documentation is forwarded to the Provost. If not approved by the AAC, the proposal is returned to dean.	
Step 4	The proposed name change with supporting documentation is reviewed by the Provost. If approved by the Provost, the chair of the initiating Executive Committee, dean, Registrar and SOFAS are informed of the decision. If not approved by the Provost, the proposal is returned to the dean.	
Step 5	The Provost Office notifies the UW Associate Vice President for Academic, Faculty, and Global Programs that the name of an existing minor will be changed along with the effective date of the change.	

C. 4. Discontinue a Minor

Academic Action: No longer offer an existing minor.	
Curricular Requirements:	Not Applicable
Originator(s) of Process:	Interdisciplinary, Disciplinary or Other Executive Committee
Approval Form:	Form AA – Degree, Major, Minor, Emphasis, Certificate
Approvals/ Recommendations Needed: 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 a "stand alone" minor)
	I UW System Administration and Board of Regents
Approval Process	
Step 1	The Chair of the Executive Committee responsible for the minor prepares a rationale for discontinuing the minor as part of <i>Form AA Degree, Major, Minor, Emphasis, Certificate</i> . (See Appendix A)
Step 2	If discontinuing the minor impacts units outside the jurisdiction of the initiating Executive Committee, then the draft proposal must be reviewed by those Interdisciplinary Unit(s). The chair of the initiating Executive Committee is responsible for sending (electronically) a complete proposal to the chair of the unit(s) impacted. Each unit impacted must respond, in writing, to the request to review the proposal. As the proposal progresses through the approval process it must include the written documentation from <u>all</u> of the unit(s) consulted.
Step 3	The proposal may be revised based on the comments received. When a final proposal is approved by the initiating Executive Committee the proposal with all supporting documentation is forwarded to the dean for review and approval.
Step 4	The dean reviews the proposal and supporting documentation and has the option of approving the proposal or not approving the proposal. Approved proposals and supporting documentation are then sent to the Academic Affairs Council for its review and approval.
Step 5	The proposal with supporting documentation is reviewed by the Academic Affairs Council. If the proposal is approved by the AAC and the minor being proposed for discontinuation is a "stand alone" minor (i.e., has its own executive committee) then go to Step 6 . If it is not a "stand alone" minor then go to Step 8 . [Faculty Senate approval is not required.] If not approved by the AAC, the proposal is returned to appropriate dean(s).
Step 6	The dean(s) are responsible for presenting the proposal to the Faculty Senate. If the Faculty Senate approves the proposal it is sent to the Provost for review and approval. If not approved by the Faculty Senate the proposal is returned to the appropriate dean.
Step 7	The Provost reviews the proposal and, if approved, the initiating executive committee chair, dean and Registrar are informed of the decision. If not approved by the Provost, the proposal is returned to the dean.
Step 8	The Provost Office also notifies the UW Associate Vice President for Academic and Student Affairs that an existing minor has discontinued along with the effective date of the action.

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

Academic Action: 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.	
Curricular Requirements:	Major - Minimum of 30 degree credits including 24 at upper level. Minor - Minimum of 18 degree credits including 12 at upper level
Originator(s) of Process:	Interdisciplinary, Disciplinary or Other Executive Committee
Approval Form:	Form AA – Degree, Major, Minor, Emphasis, Certificate
Approvals/ Recommendations Needed: 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
Approval Process	
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 AA Degree, Major, Minor, Emphasis, Certificate</i> . (See Appendix A)
Step 2	If the proposed area of emphasis 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 initiating faculty committee is responsible for sending (electronically) a complete proposal to the chair of the unit(s) impacted. As the proposal progresses through the approval process it must include written documentation from <u>all</u> of the unit(s) consulted.
Step 3	The proposal may be revised based on the comments received. When a final proposal is approved by the initiating Executive Committee the proposal and all supporting documentation is forwarded to the dean for review and approval.
Step 4	The dean reviews the proposal and supporting documentation and has the option of approving the proposal, not approving the proposal or requesting changes to the proposal. Approved proposals and supporting documentation are then sent to the Academic Affairs Council for its review and approval.
Step 5	The proposal with supporting documentation is reviewed by the Academic Affairs Council. Following the AAC review, an approved proposal with supporting documentation is forwarded to the Provost. If not approved by the AAC, the proposal is returned to dean.
Step 6	The proposed area of emphasis is reviewed by the Provost. If approved by the Provost, the chair of the initiating Executive Committee, dean, Registrar and SOFAS are informed of the decision. If not approved by the Provost, the proposal is returned to the dean.
Step 7	The Provost Office notifies the UW Associate Vice President for Academic, Faculty, and Global Programs that the name a new area of emphasis has been established.

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

Academic Action: 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.	
Curricular Requirements:	Minimum of 30 degree credits including 24 at the upper level.
Originator(s) of Process:	Interdisciplinary, Disciplinary or Other Executive Committee
Approval Form:	Form AA – Degree, Major, Minor, Emphasis, Certificate
Approvals/ Recommendations Needed: 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
Approval Process	
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 AA Degree, Major, Minor, Emphasis, Certificate</i> . (See Appendix A)
Step 2	If the proposed change(s) 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 initiating faculty committee is responsible for sending (electronically) a complete proposal to the chair of the unit(s) impacted. As the proposal progresses through the approval process it must include written documentation from <u>all</u> of the unit(s) consulted.
Step 3	The proposal may be revised based on the comments received. When a final proposal is approved by the initiating Executive Committee the proposal and all supporting documentation is forwarded to the dean for review and approval.
Step 4	The dean reviews the proposal and supporting documentation and has the option of approving the proposal, not approving the proposal or requesting changes to the proposal. Approved proposals and supporting documentation are then sent to the Academic Affairs Council for its review and approval.
Step 5	The proposal with supporting documentation is reviewed by the Academic Affairs Council. Following the AAC review, an approved proposal with supporting documentation is forwarded to the Provost. If not approved by the AAC, the proposal is returned to dean.
Step 6	The proposed changes are reviewed by the Provost. If approved by the Provost, the chair of the initiating Executive Committee, dean, Registrar and SOFAS are informed of the decision. If not approved by the Provost, the proposal is returned to the dean.

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

Academic Action: No longer offer an existing area of emphasis (or track) within a major or minor.	
Curricular Requirements:	Not applicable.
Originator(s) of Process:	Interdisciplinary, Disciplinary or Other Executive Committee
Approval Form:	Form AA – Degree, Major, Minor, Emphasis, Certificate
Approvals/ Recommendations Needed: 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
Approval Process	
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 AA Degree, Major, Minor, Emphasis, Certificate</i> . (See Appendix A)
Step 2	If discontinuing the area of emphasis would impact other academic units, then the proposal must be reviewed by the unit(s) impacted. The chair of the initiating faculty committee is responsible for sending (electronically) a complete proposal to the chair of the unit(s) impacted. As the proposal progresses through the approval process it must include written documentation from <u>all</u> of the unit(s) consulted.
Step 3	The proposal may be revised based on the comments received. When a final proposal is approved by the initiating Executive Committee the proposal with all supporting documentation is forwarded to the dean for review and approval.
Step 4	The dean reviews the proposal and supporting documentation and has the option of approving the proposal, not approving the proposal or requesting changes to the proposal. Approved proposals and supporting documentation are then sent to the Academic Affairs Council for its review and approval.
Step 5	The proposal with supporting documentation is reviewed by the Academic Affairs Council. Following the AAC review, an approved proposal with supporting documentation is forwarded to the Provost. If not approved by the AAC, the proposal is returned to dean.
Step 6	The proposal is reviewed by the Provost. If approved by the Provost, the chair of the initiating Executive Committee, dean, Registrar and SOFAS are informed of the decision. If not approved by the Provost, the proposal is returned to the dean.
Step 7	The Provost Office notifies the UW Associate Vice President for Academic, Faculty, and Global Programs that an area of emphasis is being discontinued.

E. 1. Establish a Certificate Program

Academic Action: Establish a new Certificate Program that is in compliance with UW-Green Bay and UW System policies.	
Curricular Requirements:	No specific requirements.
Originator(s) of Process:	Interdisciplinary or Disciplinary Executive Committee
Approval Form:	Form AA – Degree, Major, Minor, Emphasis, Certificate
Approvals/ Recommendations Needed: 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	
Approval Process	
Step 1	The chair of the initiating Executive Committee prepares a proposal following the directions provided as part of <i>Form AA Degree, Major, Minor, Emphasis, Certificate</i> . (See Appendix A)
Step 2	If the proposed certificate includes courses or other requirements that are outside of the jurisdiction of the initiating Executive Committee, then the proposal must be reviewed by the unit(s) impacted by the modifications. The chair of the initiating Executive Committee is responsible for sending (electronically) a complete proposal to the chair of the unit(s) impacted. As the proposal progresses through the approval process it must include written documentation from <u>all</u> of the unit(s) consulted.
Step 3	The proposal may be revised based on the comments received. When a final proposal is approved by the initiating Executive Committee the proposal and all supporting documentation is forwarded to the dean for review and approval.
Step 4	The dean reviews the proposal and supporting documentation and has the option of approving the proposal, not approving the proposal or requesting changes to the proposal. Approved proposals and supporting documentation are then routed to the appropriate governance committees.
Step 5	The Academic Affairs Council should be the last governance committee to review the proposal. <ul style="list-style-type: none"> ▪ <u>Graduate Faculty Board of Advisors</u> – if the proposal involves a master’s degree program. ▪ <u>Academic Affairs Council</u> – under all circumstances. <p>As the proposal progresses through the approval process it must include the appropriate, <i>Form Z</i> that includes the comments and suggestions of the governance committees that reviewed the proposal. Following the AAC review, an approved proposal and supporting documentation is forwarded to the Provost. If not approved by the AAC, the proposal is returned to appropriate dean(s).</p>
Step 6	The proposal is reviewed by the Provost. If approved by the Provost, the chair of the initiating Executive Committee, dean, Chancellor, Registrar and SOFAS are informed of the decision. If not approved by the Provost, the proposal is returned to the dean.
Step 7	The Provost Office notifies the UW Associate Vice President for Academic, Faculty, and Global Programs that a certificate program has been established.

E. 2. Modify Requirements for a Certificate Program

Academic Action: Modify course or non-course requirements of a Certificate program that is in compliance with UW-Green Bay policies.	
Curricular Requirements:	No specific requirements.
Originator(s) of Process:	Interdisciplinary, Disciplinary or other Executive Committee
Approval Form:	Form AA – Degree, Major, Minor, Emphasis, Certificate
Approvals/ Recommendations Needed: A – Approval Needed R – Recommendation	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
Approval Process	
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 AA Degree, Major, Minor, Emphasis, Certificate</i> . (See Appendix A)
Step 2	If the proposed changes include 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 initiating faculty committee is responsible for sending (electronically) a complete proposal to the chair of the unit(s) impacted. As the proposal progresses through the approval process it must include written documentation from <u>all</u> of the unit(s) consulted.
Step 3	The proposal may be revised based on the comments received. When a final proposal is approved by the initiating Executive Committee the proposal and all supporting documentation is forwarded to the dean for review and approval.
Step 4	The dean reviews the proposal and supporting documentation and has the option of approving the proposal, not approving the proposal or requesting changes to the proposal. Approved proposals and supporting documentation are then routed to the appropriate governance committees.
Step 5	<p>The Academic Affairs Council should be the last governance committee to review the proposal.</p> <ul style="list-style-type: none"> ▪ <u>Graduate Faculty Board of Advisors</u> – if the proposal involves a master's degree program. ▪ <u>Academic Affairs Council</u> – under all circumstances. <p>As the proposal progresses through the approval process it must include the appropriate, <i>Form Z</i> that includes the comments and suggestions of the governance committees that reviewed the proposal. Following the AAC review, an approved proposal and supporting documentation is forwarded to the Provost. If not approved by the AAC, the proposal is returned to appropriate dean(s).</p>
Step 6	The proposal is reviewed by the Provost. If approved by the Provost, the chair of the initiating Executive Committee, dean, Registrar and SOFAS are informed of the decision. If not approved by the Provost, the proposal is returned to the dean.

E. 3. Discontinue a Certificate Program

Academic Action: No longer offer an existing Certificate Program.		
Curricular Requirements:	Not Applicable	
Originator(s) of Process:	Interdisciplinary, Disciplinary or Other Executive Committee	
Approval Form:	Form AA – Degree, Major, Minor, Emphasis, Certificate	
Approvals/ Recommendations Needed: 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
Approval Process		
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 AA Degree, Major, Minor, Emphasis, Certificate</i> . (See Appendix A)	
Step 2	If discontinuing the certificate program would impact units outside of the jurisdiction of the Executive Committee, then the proposal must be reviewed by the unit(s) impacted by the discontinuation. The chair of the initiating faculty committee is responsible for sending (electronically) a complete proposal to the chair of the unit(s) impacted. As the proposal progresses through the approval process it must include written documentation from <u>all</u> of the unit(s) consulted.	
Step 3	The proposal may be revised based on the comments received. When a final proposal is approved by the initiating Executive Committee the proposal and all supporting documentation is forwarded to the dean for review and approval.	
Step 4	The dean reviews the proposal and supporting documentation and has the option of approving the proposal, not approving the proposal or requesting changes to the proposal. If approved, the proposal and supporting documentation is then routed to the appropriate governance committees.	
Step 5	<p>The Academic Affairs Council should be the last governance committee to review the proposal.</p> <ul style="list-style-type: none"> ▪ <u>Graduate Faculty Board of Advisors</u> – if the proposal involves a master’s degree program. ▪ <u>Academic Affairs Council</u> – under all circumstances. <p>As the proposal progresses through the approval process it must include the appropriate, <i>Form Z</i> that includes the comments and suggestions of the governance committees that reviewed the proposal. Following the AAC review, an approved proposal and supporting documentation is forwarded to the Provost. If not approved by the AAC, the proposal is returned to appropriate dean(s).</p>	
Step 6	The proposal is reviewed by the Provost. If approved by the Provost, the chair of the initiating Executive Committee, dean, Registrar and SOFAS are informed of the decision. If not approved by the Provost, the proposal is returned to the dean.	
Step 7	The Provost Office notifies the UW Associate Vice President for Academic, Faculty, and Global Programs that a certificate program has been established.	

F. 1. Modify General Education Program

Academic Action: Modify the institution's General Education Program structure or learning outcomes.	
Curricular Requirements:	See current Undergraduate Catalog.
Originator of Process:	General Education Council
Approval Form:	Form F – General Education Degree Program Modifications
	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
Approval Process	
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 Modifications</i> (See Appendix A)
Step 2	The proposal must be reviewed by the unit(s) impacted by the changes to the program. The chair of the General Education Council is responsible for sending (electronically) a complete proposal to the chair of the unit(s) impacted. As the proposal progresses through the approval process it must include written documentation from <u>all</u> of the unit(s) consulted.
Step 3	The proposal may be revised based on the comments received. When approved by the General Education Council it is forwarded to the University Committee for action by the Faculty Senate.
Step 4	The Faculty Senate acts on the proposal and informs the Provost and Vice Chancellor for Academic Affairs of the result of the vote.
Step 5	If the proposal is approved by the Faculty Senate the Provost reviews the proposal and, if approved, notifies the Office of the Registrar that the degree program requirements have been modified and the effective date of the change. If not approved by the Faculty Senate the proposal is returned to the General Education Council.

G. 1. Establish New Cooperative Program

Academic Action: Offer an existing program cooperatively with another UW Institution that leads to the awarding of a bachelor's or master's degree that is in compliance with UW-Green Bay and UW System policies.	
Curricular Requirements:	Bachelor's Degree: minimum of 120 degree credits; 30 credits in residence; satisfaction of UWGB general education and major requirements; minimum of 2.0 cumulative grade-point average. Master's Degree: No specific requirements.
Originator of Process:	Interdisciplinary Unit Executive Committee
Approval Form:	Form G – Cooperative Program
Approvals/ Recommendations Needed: 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
Approval Process	
Step 1	A faculty committee prepares a proposal following the guidelines established by UW System and described in <i>Guidelines for Academic Program Review & Regent Policy ACIS-1.0</i> . (See Appendix B) and completes the <i>Form G Cooperative Program</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 by the new program. The chair of the initiating faculty committee is responsible for sending (electronically) a complete proposal to the chair of the unit(s) impacted. As the proposal progresses through the approval process it must include written documentation from <u>all</u> of the unit(s) consulted.
Step 3	The proposal may be revised based on the comments received. When a final proposal is approved by the initiating Interdisciplinary Unit Executive Committee the proposal and all supporting documentation is forwarded to the dean for review and approval.
Step 4	The dean reviews the proposal and supporting documentation and has the option of approving the proposal, not approving the proposal or requesting changes to the proposal. Approved proposals and supporting documentation are then routed to the appropriate governance committees. The Academic Affairs Council should be the last governance committee to review the proposal. <ul style="list-style-type: none"> ▪ <u>General Education Council</u> – if the degree involves changes to the institution's general education requirements. ▪ <u>Graduate Faculty Board of Advisors</u> – if the proposal involves a

	<p>master's degree program.</p> <ul style="list-style-type: none"> ▪ <u>Academic Affairs Council</u> – under all circumstances. <p>As the proposal progresses through the approval process it must include the appropriate, <i>Form Z</i> that includes the comments and suggestions of the governance committees that reviewed the proposal. Following the AAC review, an approved proposal and supporting documentation is forwarded to the chair of the University Committee for action by the Faculty Senate. If not approved by the AAC, the proposal is returned to appropriate dean(s).</p>
Step 5	The dean is responsible for presenting the proposal to the Faculty Senate. If the Faculty Senate approves the proposal it is sent to the Provost for review and approval. If <u>not</u> approved by the Faculty Senate the proposal is returned to the appropriate dean(s).
Step 6	The Provost reviews the proposal. If approved, it is forwarded to the Chancellor for final institutional approval. If not approved, the proposal is returned to the appropriate dean.
Step 7	The proposal and recommendations are reviewed by the Chancellor who approves or does not approve the new cooperative program and returns the <i>Form G Cooperative Program</i> and supporting documentation to the Provost.
Step 8	If approved, the Provost forwards the proposal and supporting documentation to the UW System Associate Vice President for Academic, Faculty, and Global Programs for approval.
Step 9	If approved by the UW Associate Vice President the proposal is submitted to the UW Board of Regents Education Committee and full Board for approval.
Step 10	If approved by the Board of Regents then the Provost notifies the Office of the Registrar that the new cooperative program has been approved and when it should be officially implemented.

G. 2. Discontinue a Cooperative Program

Academic Action: No longer offer an existing Cooperative Program.		
Curricular Requirements:	Not Applicable	
Originator(s) of Process:	Interdisciplinary, Disciplinary or Other Executive Committee	
Approval Form:	Form G – Cooperative Program	
Approvals/ Recommendations Needed: 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
Approval Process		
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</i> . (See Appendix A)	
Step 2	If discontinuing the cooperative program would impact units outside of the jurisdiction of the Executive Committee, then the proposal must be reviewed by the unit(s) impacted by the discontinuation. The chair of the initiating faculty committee is responsible for sending (electronically) a complete proposal to the chair of the unit(s) impacted. As the proposal progresses through the approval process it must include written documentation from <u>all</u> of the unit(s) consulted.	
Step 3	The proposal may be revised based on the comments received. When a final proposal is approved by the initiating Executive Committee the proposal and all supporting documentation is forwarded to the dean for review and approval.	
Step 4	The dean reviews the proposal and supporting documentation and has the option of approving the proposal or not approving the proposal. If approved, the proposal and supporting documentation is then routed to the Provost.	
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, Faculty, and Global Programs that the cooperative program has been discontinued along with the effective date of the action.	

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

Academic Action: Offer at least 50% all course and other requirements for an existing degree program at a location that is not on the UW-Green Bay campus.	
Curricular Requirements:	Bachelor's Degree: minimum of 120 degree credits; 30 credits in residence; satisfaction of UWGB general education and major requirements; minimum of 2.0 cumulative grade-point-average. Master's Degree: No specific requirements.
Originator of Process:	Interdisciplinary Unit Executive Committee
Approval Form:	Form H – Off-Campus Degree Program
Approvals/ Recommendations Needed: 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
Approval Process	
Step 1	The chair of the Executive Committee responsible for the degree program prepares a proposal to offer a degree program off campus as part of the <i>Form H Off-Campus Degree Program</i> (See Appendix A)
Step 2	If the degree program 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 initiating faculty committee is responsible for sending (electronically) a complete proposal to the chair of the unit(s) impacted. As the proposal progresses through the approval process it must include written documentation from <u>all</u> of the unit(s) consulted.
Step 3	The proposal may be revised based on the comments received. When a final proposal is approved by the initiating Executive Committee the proposal and all supporting documentation is forwarded to the dean for review and approval.
Step 4	The dean reviews the proposal and supporting documentation and has the option of approving the proposal, not approving the proposal or requesting changes to the proposal. Approved proposals and supporting documentation are then sent to the Academic Affairs Council for its review and approval.
Step 5	The proposal with supporting documentation is reviewed by the Academic Affairs Council. Following the AAC review, an approved proposal with supporting documentation is forwarded to the Provost. If not approved by the AAC, the proposal is returned to dean.
Step 6	The Provost reviews the proposal. If approved, it is forwarded to the Chancellor for final institutional approval. If not approved, the proposal is returned to the appropriate dean.
Step 7	The proposal and recommendations are reviewed by the Chancellor who approves or does not approve the new degree and returns the <i>Form H Off-Campus Degree Program</i> and supporting documentation to the Provost.
Step 8	If approved, the Provost forwards the proposal and supporting documentation to the UW System Associate Vice President for Academic, Faculty, and Global Programs for approval.
Step 9	If approved by the UW Associate Vice President, the Provost notifies the chair of the initiating Executive Committee, dean, Registrar and SOFAS of the approval.

H. 2. Discontinue an Off-Campus Degree Program

Academic Action: No longer offer an existing off-campus degree program.		
Curricular Requirements:	Not Applicable	
Originator(s) of Process:	Interdisciplinary Executive Committee	
Approval Form:	Form H Off-Campus Degree Program	
Approvals/ Recommendations Needed: 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
Approval Process		
Step 1	The chair of the Executive Committee responsible for the Off-Campus Degree Program prepares a proposal to discontinue the program following the directions provided as part of <i>Form H Off-Campus Degree Program</i> . (See Appendix A)	
Step 2	If discontinuation of the off-campus track of the program would impact units outside of the jurisdiction of the Executive Committee, then the proposal must be reviewed by the unit(s) impacted. The chair of the initiating faculty committee is responsible for sending (electronically) a complete proposal to the chair of the unit(s) impacted. As the proposal progresses through the approval process it must include written documentation from <u>all</u> of the unit(s) consulted.	
Step 3	When a final proposal is approved by the initiating Executive Committee the proposal with all supporting documentation is forwarded to the dean for review and approval.	
Step 4	The dean reviews the proposal and supporting documentation and has the option of approving the proposal or not approving the proposal. Approved proposals and supporting documentation are then sent to the Provost for review and approval.	
Step 5	The proposed changes are reviewed by the Provost. If approved by the Provost, Chancellor, the chair of the initiating Executive Committee, dean, Registrar and SOFAS are informed of the decision. If not approved by the Provost, the proposal is returned to the dean.	
Step 6	The Provost Office also notifies the UW Associate Vice President for Academic, Faculty, and Global Programs that the off-campus program has been discontinued along with the effective date of the action.	

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

Academic Action: Establish a mechanism for offering an existing degree or certificate program using distance education methods.	
Curricular Requirements:	A degree or certificate program is considered distance education when a substantial number of credit hours (fifty percent or more of the courses for the program) will be delivered through distance education.
Originator of Process:	Interdisciplinary/Disciplinary Unit Executive Committee
Approval Form:	Form I – Distance Education Program
Approvals/ Recommendations Needed: A – Approval Needed R – Recommendation I – Information Only	A Initiating 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
Approval Process	
Step 1	The chair of the Executive Committee that will be responsible for the distance education degree or certificate program prepares a proposal as part of the <i>Form I Distance Education Program</i> (See Appendix A)
Step 2	If the degree/certificate program 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 initiating faculty committee is responsible for sending (electronically) a complete proposal to the chair of the unit(s) impacted. As the proposal progresses through the approval process it must include written documentation from <u>all</u> of the unit(s) consulted.
Step 3	The proposal may be revised based on the comments received. When a final proposal is approved by the initiating Executive Committee the proposal and all supporting documentation is forwarded to the dean for review and approval.
Step 4	The dean reviews the proposal and supporting documentation and has the option of approving the proposal, not approving the proposal or requesting changes to the proposal. Approved proposals and supporting documentation are then sent to the Academic Affairs Council for its review and approval.
Step 5	The proposal with supporting documentation is reviewed by the Academic Affairs Council. Following the AAC review, an approved proposal with supporting documentation is forwarded to the Provost. If not approved by the AAC, the proposal is returned to dean.
Step 6	The Provost reviews the proposal. If approved, it is forwarded to the Chancellor for final institutional approval. If not approved, the proposal is returned to the appropriate dean.
Step 7	The proposal and recommendations are reviewed by the Chancellor who approves or does not approve the new degree and returns the <i>Form I Distance Education Program</i> and supporting documentation to the Provost.
Step 8	If approved, the Provost Office forwards the proposal and supporting documentation to UW Associate Vice President for Academic, Faculty, and Global Programs.
Step 9	A request for approval of the new distance education degree or certificate program is also sent to the Higher Learning Commission for review and approval. Certificate programs do not require HLC approval.
Step 10	If approved by the UW Associate Vice President and (if a degree program) the Higher Learning Commission, the Provost notifies the chair of the initiating Executive Committee, dean, Registrar and SOFAS are informed that the program has been approved along with the effective date of the action.

I. 2. Discontinue a Distance Education Program

Academic Action: No longer offer an existing distance education degree program.	
Curricular Requirements:	Not Applicable
Originator(s) of Process:	Interdisciplinary, Disciplinary or Other Executive Committee
Approval Form:	Form I – Distance Education Program
Approvals/ Recommendations Needed: 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
Approval Process	
Step 1	The chair of the Executive Committee responsible for the distance education program prepares a proposal to discontinue the program following the directions provided as part of <i>Form I Distance Education Program</i> . (See Appendix A)
Step 2	If discontinuation of the distance education program would impact units outside of the jurisdiction of the Executive Committee, then the proposal must be reviewed by the unit(s) impacted. The chair of the initiating faculty committee is responsible for sending (electronically) a complete proposal to the chair of the unit(s) impacted. As the proposal progresses through the approval process it must include written documentation from <u>all</u> of the unit(s) consulted.
Step 3	When the proposal is approved by the initiating Executive Committee the proposal with all supporting documentation is forwarded to the dean for review and approval.
Step 4	The dean reviews the proposal and supporting documentation and has the option of approving or not approving the proposal. Approved proposals and supporting documentation are then sent to the Provost for review and approval.
Step 5	The proposed changes are reviewed by the Provost. If approved by the Provost, the Chancellor, chair of the initiating Executive Committee, dean, Registrar and SOFAS are informed of the decision. If not approved by the Provost, the proposal is returned to the dean.
Step 6	The Provost Office also notifies UW Associate Vice President for Academic, Faculty, and Global Programs that the distance program has been discontinued along with the effective date of the action.

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

Academic Action: Establish a formal agreement with a non-UW institution that will allow a graduate of the institution to transfer into a UW-Green Bay degree program under the conditions articulated in the agreement.	
Curricular Requirements:	Variable depending upon the degree requirements.
Originator of Process:	Interdisciplinary Unit Executive Committee
Approval Form:	Form J – Articulation Agreement
Approvals/ Recommendations Needed: A – Approval Needed I – Information Only	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
Approval Process	
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</i> (See Appendix A)
Step 2	If not developed by the Dean, the Dean reviews the proposal and 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

Academic Action: Establish, merge, or discontinue an interdisciplinary, disciplinary or other unit following UW-Green Bay and UW System policies and procedures.		
Curricular Requirements:	Not applicable.	
Originator of Process:	Faculty Members Concerned, Dean or Provost and Vice Chancellor for Academic Affairs	
Approval Form:	Form K – Academic Unit Actions	
Approvals/ Recommendations Needed: 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
Approval Process		
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 Actions</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 submit their recommendations in writing to the initiator. The proposal and all written comments are 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. The chair of the initiating faculty committee is responsible for sending (electronically) a complete proposal to the chair of the unit(s) impacted. As the proposal progresses through the approval process it must include written documentation from <u>all</u> of the unit(s) consulted.	
Step 4	The Dean reviews the proposal and supporting documentation and may request additional information. After it is approved by the dean, the <i>Form K Academic Unit Actions</i> , with supporting documentation is forwarded to the Academic Affairs Council and Personnel Council meeting jointly.	
Step 5	Following the Academic Affairs Council/Personnel Council review, the proposal with supporting documentation 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 Academic Unit Actions</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

Academic Action: Develop a new course with a structure and requirements that comply with UW-Green Bay and Faculty Governance policies and procedures.		
Curricular Requirements:	Variable depending upon type of course	
Originator of Process:	UW-Green Bay Faculty	
Approval Form:	Form CMF – Course Master Form	
Approvals Needed: A – Approval Needed	A	Disciplinary Executive Committee (if a disciplinary course)
	A	Interdisciplinary Executive Committee
	A	Dean
	A	General Education Council (if appropriate)
	A	Academic Affairs Council
	A	Provost and Vice Chancellor for Academic Affairs
Approval Process		
Step 1	The <i>Course Master Form (Form CMF)</i> is completed by a faculty member and submitted to a Disciplinary (Go to Step 2) or Interdisciplinary Executive Committee (Go to Step 3) for review and action.	
Step 2	The Disciplinary Executive Committee reviews the proposal and may request revisions. If approved, the proposal is forwarded to the appropriate Interdisciplinary Executive Committee for review and action.	
Step 3	The Interdisciplinary Executive Committee reviews the proposal. If approved, the proposal is forwarded to the appropriate dean's office for review and action. If the proposal involves a PGS course go to Step 4. If the proposal involves a LAS course go to Step 5.	
Step 4	The Dean of Professional and Graduate Studies reviews the proposal. If the proposal is approved it is either forwarded to the Academic Affairs Council (Step 7) or the Dean of Liberal Arts and Sciences - if the new course will satisfy a General Education Program requirement (Step 5).	
Step 5	The Dean of Liberal Arts and Sciences reviews the proposal. If the proposal is approved it is either forwarded to the Academic Affairs Council (Step 7) or the General Education Council - if the new course will satisfy a General Education Program requirement (Step 6).	
Step 6	The proposal is reviewed by the General Education Council. Following the review, a record of the Council's action is sent to the Dean of Liberal Arts and Sciences who, in turn, forwards the proposal and record of the General Education Council Action to the Academic Affairs Council.	
Step 7	The proposal is reviewed by the Academic Affairs Counsel. Following the AAC review a record of the AAC action is sent to the Office of the Provost.	
Step 8	The Provost (or designee) reviews the proposal and supporting documents. If approved, the Dean, initiating Executive Committee and Registrar's Office are notified that a new course has been approved and the effective date of the action. If <u>not</u> approved, the proposal is returned to the initiating Executive Committee for further development.	

L. 2. Substantial Change in Existing Course

Academic Action: Change the number of credit hours or make a substantial change in the content of an existing course in compliance with UW-Green Bay and Faculty Governance policies and procedures.	
Curricular Requirements:	Variable depending upon type of course
Originator(s) of Process:	UW-Green Bay Faculty
Approval Form:	Form CMF – Course Master Form
Approvals Needed: A – Approval Needed	A Disciplinary Executive Committee (if a disciplinary course)
	A Interdisciplinary Executive Committee
	A Dean
	A General Education Council (if appropriate)
	A Academic Affairs Council
	A Provost and Vice Chancellor for Academic Affairs
Approval Process	
Step 1	The <i>Course Master Form (Form CMF)</i> is completed by a faculty member and submitted to a Disciplinary (Go to Step 2) or Interdisciplinary Executive Committee (Go to Step 3) for review and action.
Step 2	The Disciplinary Executive Committee reviews the proposal and may request revisions. If approved, the proposal is forwarded to the appropriate Interdisciplinary Executive Committee for review and action.
Step 3	The Interdisciplinary Executive Committee reviews the proposal. If approved, the proposal is forwarded to the appropriate dean's office for review and action. If the proposal involves a PGS course go to Step 4. If the proposal involves a LAS course go to Step 5.
Step 4	The Dean of Professional and Graduate Studies reviews the proposal. If the proposal is approved it is either forwarded to the Academic Affairs Council (Step 7) or the Dean of Liberal Arts and Sciences - if the course revisions involve a General Education Program requirement (Step 5).
Step 5	The Dean of Liberal Arts and Sciences reviews the proposal. If the proposal is approved it is either forwarded to the Academic Affairs Council (Step 7) or the General Education Council - if the course revisions involve a General Education Program requirement (Step 6).
Step 6	The proposal is reviewed by the General Education Council. Following the review, a record of the Council's action is sent to the Dean of Liberal Arts and Sciences who, in turn, forwards the proposal and record of the General Education Council Action to the Academic Affairs Council.
Step 7	The proposal is reviewed by the Academic Affairs Council. Following the AAC review a record of the AAC action is sent to the Office of the Provost.
Step 8	The Provost (or designee) reviews the proposal and supporting documents. If approved, the Dean, initiating Executive Committee and Registrar's Office are notified that a new course has been approved and the effective date of the action. If <u>not</u> approved, the proposal is returned to the initiating Executive Committee for further development.

L. 3. Minor Revisions of an Existing Course

Academic Action: Revise one or more characteristics of an existing course. New course structure and requirements must be consistent with UW-Green Bay and Faculty Governance policies and procedures policies and procedures.	
Curricular Requirements:	Variable depending upon type of course
Originator(s) of Process:	UW-Green Bay Faculty
Approval Form:	Form MCC – Minor Course Change
Approvals Needed: A – Approval Needed	A Disciplinary Executive Committee (if disciplinary course)
	A Interdisciplinary Executive Committee
	A General Education Council (if appropriate)
	A Dean
Approval Process	
Step 1	The <i>Minor Course Change (Form MCC)</i> is completed by a faculty member and submitted to a Disciplinary (Go to Step 2) or Interdisciplinary Executive Committee (Go to Step 3).
Step 2	The Disciplinary Executive Committee reviews the proposal and may request revisions. If approved, the proposal is forwarded to the appropriate Interdisciplinary Executive Committee for review and action.
Step 3	The Interdisciplinary Executive Committee reviews the proposal and may request revisions. If approved, the proposal is forwarded to the appropriate Dean's Office for review and action. If the proposal involves a PGS course go to Step 4. If the proposal involves a LAS course go to Step 5.
Step 4	The Dean of Professional and Graduate Studies reviews the proposal. If the proposal is approved it is either forwarded to the Registrar's Office (Step 7) or the Dean of Liberal Arts and Sciences - if the new course will satisfy a General Education Program requirement (Step 5).
Step 5	The Dean of Liberal Arts and Sciences forwards the proposal either to the General Education Council - if the new course will satisfy a General Education Program requirement (Step 6) or the Registrar's Office (Step 7).
Step 6	The proposal is reviewed by the General Education Council. Following the GEC review, a record of the Council's action is sent to the Dean of Liberal Arts and Sciences.
Step 7	The appropriate dean sends the approved proposal to the Registrar's Office and copies to the initiating Executive Committee, PGS Dean (if appropriate) and the SOFAS Office along with the effective date of the action. If <u>not</u> approved, the proposal is returned to the initiating Executive Committee for further development.

L. 4. Change the Status of a Course

Academic Action: 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.	
Curricular Requirements:	Not applicable.
Originator(s) of Process:	Disciplinary or Interdisciplinary Unit
Approval Form:	Form MCC – Minor Course Change
Approvals Needed: A – Approval Needed	A Disciplinary Executive Committee (If disciplinary course)
	A Interdisciplinary Executive Committee
	A General Education Council
	A Dean
Approval Process	
Step 1	The <i>Minor Course Change (Form MCC)</i> is completed by a faculty member and submitted to a Disciplinary (Go to Step 2) or Interdisciplinary Executive Committee (Go to Step 3).
Step 2	The Disciplinary Executive Committee reviews the proposal and may request revisions. If approved, the proposal is forwarded to the appropriate Interdisciplinary Executive Committee for review and action.
Step 3	The Interdisciplinary Executive Committee reviews the proposal and may request revisions. If approved, the proposal is forwarded to the appropriate Dean's Office for review and action. If the proposal involves a PGS course go to Step 4. If the proposal involves a LAS course go to Step 5.
Step 4	The Dean of Professional and Graduate Studies reviews the proposal. If the proposal is approved it is either forwarded to the Registrar's Office (Step 7) or the Dean of Liberal Arts and Sciences - if the course action impacts a General Education Program requirement (Step 5).
Step 5	The Dean of Liberal Arts and Sciences forwards the proposal either to the General Education Council - if the course action impacts a General Education Program requirement (Step 6) or the Registrar's Office (Step 7).
Step 6	The proposal is reviewed by the General Education Council. Following the GEC review, a record of the Council's action is sent to the Dean of Liberal Arts and Sciences.
Step 7	The appropriate dean sends the approved proposal to the Registrar's Office and copies to the initiating Executive Committee, PGS Dean (if appropriate) and the SOFAS Office along with the effective date of the action. If <u>not</u> approved, the proposal is returned to the initiating Executive Committee for further development.

L. 5. Develop an Experimental Course Offering

Academic Action: Develop a course that will be offered for no more than two consecutive semesters as an experimental course. Course structure and requirements must be consistent with UW-Green Bay policies and procedures.		
Curricular Requirements:	Variable depending upon type of course	
Originator(s) of Process:	UW-Green Bay Faculty or Staff Member	
Approval Form:	Form X – Experimental Course Proposal	
Approvals/ Recommendations Needed: A – Approval Needed	A	Disciplinary Executive Committee (If disciplinary course)
	A	Interdisciplinary Executive Committee
	A	Dean
Approval Process		
Step 1	<i>Form X – Experimental Course Proposal</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</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/provost/curriculum/>

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>