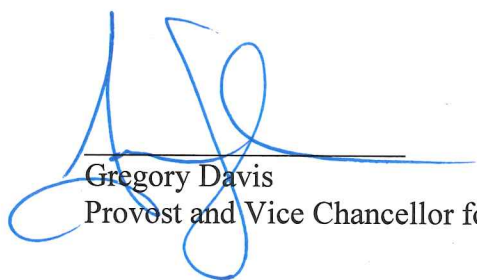# CURRICULUM PLANNING AND PROCEDURES GUIDE

UNIVERSITY OF WISCONSIN - GREEN BAY

Approved by the
University Committee and Faculty Senate

Revised January 2017

Gregory Davis
Provost and Vice Chancellor for Academic Affairs

January 6, 2017

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Introduction

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

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

The Guide is divided into three major parts. Part I provides a description of the 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 pages containing a description of the curricular modification that needs to be approved.

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

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

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

Clifton Ganyard
Associate Provost for Academic Affairs
January 2017

OVERVIEW OF CURRICULUM APPROVAL PROCEDURES

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

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

[1]Required only if the change involves a general education requirement.
[2]Required only if the minor is under the auspices of an interdisciplinary budget unit.
[3]Required only if the minor is a "stand alone" minor.

	Academic Action	Interdisciplinary Program	Dean(s)	General Education Council	Graduate Academic Affairs Council	Academic Affairs Council (undergrads)	UC & Faculty	Provost	Chancellor	UW System Administration	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	A	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	A	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	A	A	N	A	A	A	I
I2	Discontinue a distance education degree program	A	A	N	N	N	N	A	I	I	I
J1	Establish an Articulation Agreement	A	A	I	I	I	I	A	I	I	I
J2	Establish a Memorandum of Understanding	A	A	I	I	I	I	A	I	I	I
K	Establish, merge of discontinue an academic unit	A	A	N	A[4]	A[4]	A	A	A	I	I
L1	Develop a new course offering	A	A	R[5]	A	A	N	A	N	N	N
L2	Change an existing course	A	A	R	A[6]	A[6]	N	A	N	N	N
L3	Deactivate/Reactivate course	A	A	R	A	A	N	A	N	N	N
L4	Develop an experimental course offering	A	A	A[5]	N	N	N	N	N	N	N

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

[4]The Academic Affairs Council or Graduate Academic Affairs Council and Personnel Council meet jointly on these matters.
[5]Required only if the course is intended to meet a general education requirement.
[6]Required only if the revisions are substantial as indicated on the Master Course Form.

A. 1. Establish New Degree

Academic Action: Establish a program of study that leads to the awarding of a specific bachelor's or 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 Process:	CourseLeaf: <u>Program Admin:</u> Propose New Program

Approvals/ Recommendations Needed: **A – Approval Needed** **R – Recommendation**	A	Initiating Faculty Committee
	R	Other Interdisciplinary Unit Executive Committee(s)
	R	General Education Council
	A	Dean(s)
	A	Graduate Academic Affairs Council
	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 a Notice of Intent to Plan a new degree following the guidelines established by UW System and described in *UW System Administrative Policy 102* (formerly ACIS 1.0) *Policy on University of Wisconsin System Array Management: Program Planning, Delivery, Review, and Reporting.* Following approval by the Dean and Provost, the Provost submits the proposal to the UW System Associate Vice President for Academic Programs and Educational Innovation (APEI).
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 *UW System Administrative Policy 102* (formerly ACIS 1.0) *Policy on University of Wisconsin System Array Management: Program Planning, Delivery, Review, and Reporting.* (See Appendix B) and completes the Propose New Program form in CourseLeaf (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 option of approving the proposal, not approving the proposal or requesting changes to the proposal. Approved proposals and supporting documentation are then routed to the appropriate

	governance committees. The Academic Affairs Council or Graduate Academic Affairs Council should be the last governance committee to review the proposal.
	
	  ▪ General Education Council – if the degree involves changes to the institution's general education requirements.
	  ▪ Graduate Academic Affairs Council – if the proposal involves a master's degree.
	  ▪ Academic Affairs Council – if the proposal involves a bachelor's degree.
	
	Following the AAC or GSC review, an approved proposal is forwarded to the chair of the University Committee for action by the Faculty Senate. (Note: Step #5 and #6 can be done concurrently.) If not approved by the AAC or GSC, the proposal is returned to appropriate dean(s).

Step 6	Two outside consultants, who have experience with a degree program similar to the one being proposed, are contacted by the dean to conduct a review of the proposal. The recommendations of these reviewers are forwarded to the Provost and included with the proposal as it progresses through the approval process.
Step 7	The dean(s) is/are responsible for presenting the proposal to the Faculty Senate. If the Faculty Senate approves the proposal it is sent to the Provost for review and approval. If not approved by the Faculty Senate, the proposal is returned to the appropriate Dean(s).
Step 8	The Provost reviews the proposal. If approved, it is forwarded to the Chancellor for final institutional approval. If not approved, the proposal is returned to the appropriate dean.
Step 9	The proposal and recommendations are reviewed by the Chancellor, who approves or does not approve the new degree.
Step 10	If approved, the Provost forwards the proposal and supporting documentation to a Program Review Committee consisting of a Provost representative, one or two institutional representatives and a UW System representative. The Committee reviews the proposal and submits, through the Provost, a recommendation to the UW System Associate Vice President for Academic, Faculty, and Global Programs for approval.
Step 11	If approved by the UW Associate Vice President, the proposal is submitted to the UW Board of Regents Education Committee and full Board for approval.
Step 12	If approved by the Board of Regents, the Provost notifies the Office of the Registrar that the new degree has been approved and when it should be officially implemented.

A. 2. Modify Degree Requirements

Academic Action: Modify the course or non-course requirements of an existing bachelor's or master's degree.			
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 Process:	CourseLeaf: Program Admin: Edit Program		
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)	
	A	Graduate Academic Affairs Council (see Step 4 below)	
	A	Academic Affairs Council (see Step 4 below)	
	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 Edit Program form in CourseLeaf (see Appendix A).
Step 2	If the proposed modification(s) involves courses or other degree requirements that are outside the jurisdiction of the initiating Executive Committee, 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 all 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 or the Graduate Academic Affairs Council should be the last governance committee to review the proposal. ▪ General Education Council – if the degree involves changes to the institution's general education requirements. ▪ Graduate Academic Affairs Council – if the proposal involves a master's degree. ▪ Academic Affairs Council – if the proposal involves a bachelor's degree. Following the AAC or GSC review, an approved proposal is forwarded to the Provost. If not approved by the AAC or GSC, the proposal is returned to dean.
Step 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 Process:	CourseLeaf: Program Admin: Edit Program		
Approvals/Recommendations Needed: **A – Approval Needed** **R – Recommendation** **I – Information Only**	A	Initiating Interdisciplinary Executive Committee	
	R	Other Interdisciplinary Units	
	A	Dean(s)	
	A	Graduate Academic Affairs Council	
	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 the Edit Program form in CourseLeaf (see Appendix A).		
Step 2	If renaming of the degree impacts units outside the jurisdiction of the initiating Executive Committee, the draft proposal must be reviewed by the Interdisciplinary Unit(s) that will be impacted by the changes. The chair of the initiating Executive Committee is responsible for sending (electronically) a complete proposal to the chair of the unit(s) impacted. Each unit impacted must respond, in writing, to the request to review the proposal. As the proposal progresses through the approval process, it must include written documentation from all 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 bachelor's degrees) or Graduate Academic Affairs Council (for master's degrees) for its review and approval.		
Step 5	The proposed name change is reviewed by the Academic Affairs Council or Graduate Academic Affairs Council . Following the AAC or GSC review, an approved proposal is forwarded to the Provost. If not approved by the AAC or GSC, the proposal is returned to dean.		
Step 6	The proposed name change with supporting documentation is reviewed by the Provost. If approved by the Provost, the chair of the initiating Executive Committee, dean, Registrar and SOFAS are notified that the degree program requirements have been modified and the effective date of the change. If not approved by the Provost, the proposal is returned to the dean.		
Step 7	The Provost notifies the UW Associate Vice President for Academic, Faculty, and Global Programs that the name of an existing degree has been changed and when it should be officially implemented.		

A. 4. Discontinue a Degree

Academic Action: Discontinue an existing bachelor's or master's degree program.		
Curricular Requirements:	Not applicable.	
Originator(s) of Process:	Interdisciplinary Executive Committee	
Approval Process:	CourseLeaf: <u>Program Admin:</u> Deactivate Program	
Approvals/Recommendations Needed: **A – Approval Needed** **R – Recommendation** **I – Information Only**	A	Initiating Interdisciplinary Executive Committee
	R	Other Interdisciplinary Units
	A	Dean(s)
	A	Graduate Academic Affairs Council
	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 the Deactivate Program form in CourseLeaf (see Appendix A).	
Step 2	If discontinuing the degree impacts units outside the jurisdiction of the initiating Executive Committee, the draft proposal must be reviewed by those Interdisciplinary Unit(s). The chair of the initiating Executive Committee is responsible for sending (electronically) a complete proposal to the chair of the unit(s) impacted. Each unit impacted must respond, in writing, to the request to review the proposal. As the proposal progresses through the approval process, it must include the written documentation from <u>all</u> of the unit(s) consulted.	
Step 3	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 bachelor's degrees) or Graduate Academic Affairs Council (for master's or doctoral degrees) for its review and approval.	
Step 5	The proposal is reviewed by the Academic Affairs Council or Graduate Academic Affairs Council . Approved proposals are forwarded to the chair of the University Committee for action by the Faculty Senate. Proposals that are not approved are returned to the dean.	
Step 6	The dean is responsible for presenting the proposal to the Faculty Senate. If the Faculty Senate approves the proposal it is sent to the Provost for review and approval. If <u>not</u> approved by the Faculty Senate the proposal is returned to the 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.

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 Process:	CourseLeaf: Program Admin: Propose New Program	
Approvals/ Recommendations Needed: **A – Approval Needed** **R – Recommendation**	A	Initiating Faculty Committee
	R	Other Interdisciplinary Unit Executive Committee(s)
	A	Dean(s)
	A	Graduate Academic Affairs Council
	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 a Notice of Intent to Plan a new major following the guidelines established by UW System and described in *UW System Administrative Policy 102* (formerly ACIS 1.0) *Policy on University of Wisconsin System Array Management: Program Planning, Delivery, Review, and Reporting.* Following approval by the *d*ean and Provost, the Provost submits the proposal to the UW System Associate Vice President for Academic Programs and Educational Innovation (APEI).	
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 *UW System Administrative Policy 102* (formerly ACIS 1.0) *Policy on University of Wisconsin System Array Management: Program Planning, Delivery, Review, and Reporting* (see Appendix B) and completes the Propose New Program in CourseLeaf (*see* Appendix A).	
Note:	If the new major being proposed is intended to have a new Executive Committee (i.e., "Stand Alone" major), the process to establish a new academic unit (as described on page 39 of this Guide) is completed simultaneously with the establishment of a new major process.	
Step 3	If any courses or other major requirements are outside the jurisdiction of the initiating faculty committee, the draft proposal must be reviewed by the Interdisciplinary Unit(s) that will be impacted by the creation of the new major. The chair of the initiating faculty committee is responsible for sending (electronically) a complete proposal to the chair of the unit(s) impacted. As the proposal progresses through the approval process, it must include written documentation from <u>all</u> of the unit(s) consulted.	
Step 4	The proposal 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 (for undergraduate majors) or Graduate Academic Affairs Council (for graduate majors) for its review and approval.
Step 6	The Academic Affairs Council or Graduate Academic Affairs Council reviews the proposal. Following the AAC or GSC review, an approved proposal is forwarded to the chair of the University Committee for action by the Faculty Senate. (Note: Step #6 and #7 can be done concurrently.) If not approved by the AAC or GSC, the entire proposal packet is returned to appropriate dean(s).
Step 7	Two outside consultants, who have experience with a major program similar to the one being proposed, are contacted by the dean to conduct a review of the proposal. The recommendations of these reviewers are forwarded to the Provost and included with the proposal as it progresses through the approval process.
Step 8	The dean is responsible for presenting the proposal to the Faculty Senate. If the Faculty Senate approves the proposal, it is sent to the Provost for review and approval. If not approved by the Faculty Senate, the proposal is returned to the appropriate dean(s).
Step 9	The Provost reviews the proposal. If approved, it is forwarded to the Chancellor for final institutional approval. If not approved, the proposal is returned to the appropriate dean.
Step 10	The proposal and recommendations are reviewed by the Chancellor, who approves or does not approve the new major.
Step 11	If approved, the Provost forwards the proposal and supporting documentation to a Program Review Committee consisting of a Provost representative, one or two institutional representatives and a UW System representative. The Committee reviews the proposal and submits, through the Provost, a recommendation to the UW System Associate Vice President for Academic Programs and Educational Innovation (APEI).
Step 12	If approved by the UW Associate Vice President for Academic, Faculty, and Global Programs, the proposal is submitted to the UW Board of Regents Education Committee and full Board for approval.
Step 13	If approved by the Board of Regents, the Provost notifies the Office of the Registrar that the new degree has been approved and the effective date of the action.

B. 2. Substantial Modification of Major Requirements

Academic Action: Modification of 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 Process:	CourseLeaf: Program Admin: Edit Program	
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	Graduate Academic Affairs Council
	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 Edit Program form in Courseleaf(see Appendix A).	
Step 2	If the proposed modifications involve requirements that are outside the jurisdiction of the initiating Executive Committee, 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 (for undergraduate programs) or Graduate Academic Affairs Council (for graduate programs) for its review and approval.	
Step 5	The proposal and supporting documentation are reviewed by the Academic Affairs Council or Graduate Academic Affairs Council . Following the AAC or GSC review, an approved proposal is forwarded to the Provost. If not approved by the AAC or GSC, the entire 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 Programs and Educational Innovation (APEI) 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 Process:	CourseLeaf: Program Admin: Edit Program	
Approvals/ Recommendations Needed: **A – Approval Needed** **R – Recommendation**	A	Initiating Executive Committee
	R	Other Interdisciplinary/Disciplinary Executive Committee(s)
	A	Dean
	A	Graduate Academic Affairs Council
	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 Edit Program form in Courseleaf (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, 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 (for undergraduate programs) or Graduate Academic Affairs Council (for graduate programs) for its review and approval.
Step 5	The proposal and supporting documentation are reviewed by the Academic Affairs Council or Graduate Academic Affairs Council . Following the AAC or GSC review, an approved proposal is forwarded to the Provost. If not approved by the AAC or GSC, the proposal is returned to dean.
Step 6	The proposed 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 Process:	CourseLeaf: Program Admin: Edit Program	
Approvals/ Recommendations Needed: **A – Approval Needed** **R - Recommendation** **I – Information Only**	A	Initiating Executive Committee
	R	Other Disciplinary or Interdisciplinary Units
	A	Dean
	A	Graduate Academic Affairs Council
	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 Edit Program form in Courseleaf (see Appendix A) and forwards it to the Dean.	
Step 2	The Dean reviews the proposal and supporting documentation and, if approved, forwards the proposal to the Academic Affairs Council (for bachelor's degrees) or Graduate Academic Affairs Council (for master's or doctoral degrees) for its review and approval.	
Step 3	The proposal and supporting documentation are reviewed by the Academic Affairs Council or Graduate Academic Affairs Council . Following the AAC or GSC review, an approved proposal is forwarded to the Provost. If not approved by the AAC or GSC, the entire proposal packet 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 Programs and Educational Innovation (APEI) 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 Process:	CourseLeaf: Program Admin: Deactivate Program	
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	Graduate Academic Affairs Council
	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 the Deactivate Program form in CourseLeaf (see Appendix A).	
Step 2	If discontinuing the major impacts units outside the jurisdiction of the initiating Executive Committee, the draft proposal must be reviewed by those Interdisciplinary Unit(s). The chair of the initiating Executive Committee is responsible for sending (electronically) a complete proposal to the chair of the unit(s) impacted. Each unit impacted must respond, in writing, to the request to review the proposal. As the proposal progresses through the approval process, it must include the written documentation from all 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 bachelor's majors) or Graduate Academic Affairs Council (for master's majors) for its review and approval.	
Step 5	The proposal is reviewed by the Academic Affairs Council or Graduate Academic Affairs Council . Approved proposals are forwarded to the chair of the University Committee for action by the Faculty Senate. Proposals that are not approved are returned to the dean.	
Step 6	The dean is responsible for presenting the proposal to the Faculty Senate. If the Faculty Senate approves the proposal, it is sent to the Provost for review and approval. If not approved by the Faculty Senate, the proposal is returned to the dean.	
Step 7	The Provost reviews the proposal. If approved, it is forwarded to the Chancellor for final institutional approval. If not approved, the proposal is returned to the dean.	
Step 8	The proposal and recommendations are reviewed by the Chancellor, who approves or does not approve the proposal and returns the proposal to the Provost.	
Step 9	If 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 Process:	CourseLeaf: Program Admin: Propose New Program		
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 Propose New Program form in CourseLeaf (see Appendix A).		
Note:	If the new minor being proposed is intended to have a new Executive Committee (i.e., "Stand Alone" minor), 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, 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 all of the unit(s) consulted.		
Step 3	The proposal may be revised based on the suggestions received. If the proposed minor is not a "stand alone" minor the appropriate Interdisciplinary and/or Disciplinary Unit Executive Committee must also approve the proposal before it is forwarded to the dean.		
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 or if the new minor is intended to have a new Executive Committee, go to **Step 6**. If there is a major with the same title and a new executive committee is not being formed, go to **Step 7**. [Faculty Senate approval is not required.] If not approved by the AAC, the proposal is returned to appropriate dean(s).		
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 Programs and Educational Innovation (APEI) that a new minor has been established along with the effective date of the action.

C. 2. Modify Requirements for a Minor

Academic Action: Modify course or non-course requirements of an existing minor that is in compliance with UW-Green Bay policies.		
Curricular Requirements:	Minimum of 18 degree credits including 12 at the upper level with the exception of the Music, Art and Theatre disciplines.	
Originator(s) of Process:	Interdisciplinary, Disciplinary or other Executive Committee	
Approval Process:	CourseLeaf: Program Admin: Edit Program	
Approvals/ Recommendations Needed:	A	Minor Executive Committee
	R	Other Interdisciplinary or Disciplinary Executive Committee(s)
	A	Dean
	A	Academic Affairs Council
A – Approval Needed R – Recommendation	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 Edit Program form in CourseLeaf (see Appendix A).	
Step 2	If the modification includes courses or other requirements that are outside of the jurisdiction of the Executive Committee, the proposal must be reviewed by the unit(s) impacted by the modifications. The chair of the initiating faculty committee is responsible for sending (electronically) a complete proposal to the chair of the unit(s) impacted. As the proposal progresses through the approval process, it must include written documentation from all 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 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 Process:	CourseLeaf: Program Admin: Edit Program	
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 Edit Program form in CourseLeaf (see Appendix A).	
Step 2	The Dean reviews the proposal and supporting documentation and, if approved, forwards the Edit Program form to the Academic Affairs Council.	
Step 3	The proposal with supporting documentation is reviewed by the Academic Affairs Council. Following the AAC review, an approved proposal is forwarded to the Provost. If not approved by the AAC, the proposal is returned to dean.	
Step 4	The proposed name change with supporting documentation is reviewed by the Provost. If approved by the Provost, the chair of the initiating Executive Committee, dean, Registrar and SOFAS are informed of the decision. If not approved by the Provost, the proposal is returned to the dean.	
Step 5	The Provost Office notifies the UW Associate Vice President for Academic Programs and Educational Innovation (APEI) that the name of an existing minor will be changed along with the effective date of the change.	

C. 4. Discontinue a Minor

Academic Action: No longer offer an existing minor.		
Curricular Requirements:	Not Applicable	
Originator(s) of Process:	Interdisciplinary, Disciplinary or Other Executive Committee	
Approval Process:	CourseLeaf: Program Admin: Deactivate Program	
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 the Deactivate Program form in CourseLeaf (see Appendix A).	
Step 2	If discontinuing the minor impacts units outside the jurisdiction of the initiating Executive Committee, the draft proposal must be reviewed by those Interdisciplinary Unit(s). The chair of the initiating Executive Committee is responsible for sending (electronically) a complete proposal to the chair of the unit(s) impacted. Each unit impacted must respond, in writing, to the request to review the proposal. As the proposal progresses through the approval process, it must include the written documentation from <u>all</u> of the unit(s) consulted.	
Step 3	The proposal 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), go to **Step 6**. If it is not a "stand alone" minor, 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 Programs and Educational Innovation (APEI) 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 Process:	CourseLeaf: Program Admin: Propose New Program	
Approvals/ Recommendations Needed: **A – Approval Needed** **R – Recommendation** **I – Information Only**	A	Initiating Executive Committee
	R	Other Executive Committee(s)
	A	Dean
	A	Graduate Academic Affairs Council
	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 Propose New Program form in CourseLeaf (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, 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 all 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 undergraduate programs) or Graduate Academic Affairs Council (for graduate programs) for its review and approval.	
Step 5	The proposal with supporting documentation is reviewed by the Academic Affairs Council or Graduate Academic Affairs Council . Following the AAC or GSC review, an approved proposal is forwarded to the Provost. If not approved by the AAC or GSC, the proposal is returned to dean.	
Step 6	The proposed 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 Programs and Educational Innovation (APEI) 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 Process:	CourseLeaf: Program Admin: Edit Program	
Approvals/ Recommendations Needed: **A – Approval Needed** **R – Recommendation** **I – Information Only**	A	Initiating Executive Committee
	R	Other Executive Committee(s)
	A	Dean
	A	Graduate Academic Affairs Council
	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 Edit Program form in CourseLeaf (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, 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 all 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 undergraduate programs) or Graduate Academic Affairs Council (for graduate programs) for its review and approval.	
Step 5	The proposal with supporting documentation is reviewed by the Academic Affairs Council or Graduate Academic Affairs Council . Following the AAC or GSC review, an approved proposal is forwarded to the Provost. If not approved by the AAC or GSC, the proposal is returned to Dean.	
Step 6	The proposed changes are reviewed by the Provost. If approved by the Provost, the chair of the initiating Executive Committee, Dean, Registrar and SOFAS are informed of the decision. If not approved by the Provost, the proposal is returned to the Dean.	

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 Process:	CourseLeaf: <u>Program Admin</u>: Deactivate Program	
Approvals/ Recommendations Needed: **A – Approval Needed** **R – Recommendation** **I – Information Only**	A	Initiating Executive Committee
	R	Other Executive Committee(s)
	A	Dean
	A	Graduate Academic Affairs Council
	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 the Deactivate Program form in CourseLeaf (see Appendix A).	
Step 2	If discontinuing the area of emphasis would impact other academic units, 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 undergraduate programs) or Graduate Academic Affairs Council (for graduate programs) for its review and approval.	
Step 5	The proposal with supporting documentation is reviewed by the Academic Affairs Council or Graduate Academic Affairs Council . Following the AAC or GSC review, an approved proposal is forwarded to the Provost. If not approved by the AAC or GSC, the proposal is returned to dean.	
Step 6	The 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 Programs and Educational Innovation (APEI) 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:	Minimum of 12 required credits in any combination of lower and upper level courses. May be associated with an academic program. Certificate not associated with academic programs (i.e. stand-alone certificates) must demonstrate increased employability or enhanced professional qualifications for recipients of the certificate. Nine credits or one half the total required credits, whichever is greater, in residency at UWGB. Minimum GPA of 2.0.		
Originator(s) of Process:	Interdisciplinary or Disciplinary Executive Committee		
Approval Process:	CourseLeaf: Program Admin: Propose New Program		
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	Graduate Academic Affairs Council	
	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 the initiating Executive Committee prepares a proposal following the directions provided as part of the Propose New Program form in CourseLeaf (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, 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 all 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 or Graduate Academic Affairs Council should be the last governance committee to review the proposal. ▪ Graduate Academic Affairs Council – if the proposal involves a graduate program. ▪ Academic Affairs Council – if the proposal involves an undergraduate program. Following the AAC or GSC review, an approved proposal is forwarded to the Provost. If not approved by the AAC or GSC, the proposal is returned to appropriate Dean(s).		

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

E. 2. Modify Requirements for a Certificate Program

Academic Action:	Modify course or non-course requirements of a Certificate program that is in compliance with UW-Green Bay policies.		
Curricular Requirements:	Minimum of 12 required credits in any combination of lower and upper level courses. May be associated with an academic program. Certificate not associated with academic programs (i.e. stand-alone certificates) must demonstrate increased employability or enhanced professional qualifications for recipients of the certificate. Nine credits or one half the total required credits, whichever is greater, in residency at UWGB. Minimum GPA of 2.0.		
Originator(s) of Process:	Interdisciplinary, Disciplinary or other Executive Committee		
Approval Process:	CourseLeaf: Program Admin: Edit Program		
Approvals/ Recommendations Needed: **A – Approval Needed** **R – Recommendation**	A	Certificate Executive Committee	
	R	Other Interdisciplinary or Disciplinary Executive Committee(s)	
	A	Dean	
	A	Graduate Academic Affairs Council	
	A	Academic Affairs Council	
	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 Edit Program form in CourseLeaf (see Appendix A).
Step 2	If the proposed changes include courses or other requirements that are outside of the jurisdiction of the Executive Committee, the proposal must be reviewed by the unit(s) impacted by the modifications. The chair of the initiating faculty committee is responsible for sending (electronically) a complete proposal to the chair of the unit(s) impacted. As the proposal progresses through the approval process, it must include written documentation from all 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 or Graduate Academic Affairs Council should be the last governance committee to review the proposal. ▪ Graduate Academic Affairs Council – if the proposal involves a graduate program. ▪ Academic Affairs Council – if the proposal involves an undergraduate program. Following the AAC or GSC review, an approved proposal is forwarded to the Provost. If not approved by the AAC or GSC, the proposal is returned to appropriate dean(s).

| Step 6 | The proposal is reviewed by the Provost. If approved by the Provost, the chair of the initiating Executive Committee, dean, Registrar and 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 Process:	CourseLeaf: Program Admin: Deactivate Program		
Approvals/ Recommendations Needed: **A – Approval Needed** **R – Recommendation** **I – Information Only**	A	Initiating Interdisciplinary Executive Committee	
	A	Dean	
	A	Graduate Academic Affairs Council	
	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 the Executive Committee responsible for the Certificate Program prepares a proposal following the Deactivate Program form in CourseLeaf (see Appendix A).		
Step 2	If discontinuing the certificate program would impact units outside of the jurisdiction of the Executive Committee, 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	The Academic Affairs Council or Graduate Academic Affairs Council should be the last governance committee to review the proposal. ▪ <u>Graduate Academic Affairs Council</u> – if the proposal involves a graduate program. ▪ <u>Academic Affairs Council</u> – if the proposal involves an undergraduate program. Following the AAC or GSC review, an approved proposal is forwarded to the Provost. If not approved by the AAC or GSC, the proposal is returned to appropriate dean(s).		
Step 6	The proposal is reviewed by the Provost. If approved by the Provost, the chair of the initiating Executive Committee, dean, Registrar and SOFAS are informed of the decision. If not approved by the Provost, the proposal is returned to the dean.		
Step 7	The Provost Office notifies the UW Associate Vice President for Academic Programs and Educational Innovation (APEI) that a certificate program has been deactivated.		

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

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 Process:	CourseLeaf: Program Admin: Propose New 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)
	A	Graduate Academic Affairs Council
	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 an a Notice of Intent to Plan" a new major following the guidelines established by UW System and described in *UW System Administrative Policy 102* (formerly ACIS 1.0) *Policy on University of Wisconsin System Array Management: Program Planning, Delivery, Review, and Reporting.* Following approval by the *d*ean and Provost, the Provost submits the proposal to the UW System Associate Vice President for Academic Programs and Educational Innovation (APEI).
Step 2	If the proposed cooperative program will impact units outside of the jurisdiction of the initiating Executive Committee, the proposal must be reviewed by the unit(s) impacted by the new program. The chair of the initiating faculty committee is responsible for sending (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 (for undergraduate programs) or Graduate Academic Affairs Council (for graduate programs) should be the last governance committee to review the proposal. ▪ <u>General Education Council</u> – if the degree involves changes to the institution's general education requirements. ▪ <u>Graduate Academic Affairs Council </u> – if the proposal involves a graduate program.

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

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 Process:	CourseLeaf: Program Admin: Deactivate 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 Deactivate Program form in Courseleaf (see Appendix A).	
Step 2	If discontinuing the cooperative program would impact units outside of the jurisdiction of the Executive Committee, 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 GPA of 2.0. Master's Degree: Typically 30-36 credits; minimum GPA of 3.0. Doctoral Degree: Typically 54-72 credits; minimum GPA of 3.0.	
Originator of Process:	Interdisciplinary Unit Executive Committee	
Approval Process:	CourseLeaf: Program Admin: Edit 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	Graduate Academic Affairs Council
	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 Edit Program form in CourseLeaf (see Appendix A).	
Step 2	If the degree program includes courses or other requirements that are outside of the jurisdiction of the Executive Committee, the proposal must be reviewed by the unit(s) impacted by the modifications. The chair of the initiating faculty committee is responsible for sending (electronically) a complete proposal to the chair of the unit(s) impacted. As the proposal progresses through the approval process, it must include written documentation from all 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 undergraduate programs) or Graduate Academic Affairs Council (for graduate programs) for its review and approval.	
Step 5	The proposal with supporting documentation is reviewed by the Academic Affairs Council or Graduate Academic Affairs Council . Following the AAC or GSC review an approved proposal, is forwarded to the Provost. If not approved by the AAC or GSC, the proposal is returned to dean.	
Step 6	The Provost reviews the proposal. If approved, it is forwarded to the Chancellor for final institutional approval. If not approved, the proposal is returned to the appropriate dean.	
Step 7	The proposal and recommendations are reviewed by the Chancellor, who approves or does not approve the new degree.	

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

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 Process:	CourseLeaf: Program Admin: Deactivate Program		
Approvals/ Recommendations Needed:	A	Initiating Interdisciplinary Executive Committee	
	A	Dean	
	A	Provost & Vice Chancellor for Academic Affairs	
A – Approval Needed	I	Chancellor	
R – Recommendation I – Information Only	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 *Form H Off-Campus Degree Program Cover Sheet* (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, 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, the 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 Process:	CourseLeaf: Program Admin: Edit 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	Graduate Academic Affairs Council	
	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 Edit Program form in Courseleaf (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, 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 all 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 undergraduate programs) or Graduate Academic Affairs Council (for graduate programs) for its review and approval.		
Step 5	The proposal with supporting documentation is reviewed by the Academic Affairs Council or Graduate Academic Affairs Council . Following the AAC or GSC review, an approved proposal is forwarded to the Provost. If not approved by the AAC or GSC, the proposal is returned to dean.		
Step 6	The Provost reviews the proposal. If approved, it is forwarded to the Chancellor for final institutional approval. If not approved, the proposal is returned to the appropriate dean.		
Step 7	The proposal and recommendations are reviewed by the Chancellor, who approves or does not approve the new degree.		
Step 8	If approved, the Provost Office forwards the proposal and supporting documentation to the UW Associate Vice President for Academic Programs and Educational Innovation (APEI).		

Step 9	If approved by the UW Associate Vice President, 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 Process:	CourseLeaf: Program Admin: Deactivate 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 Deactivate Program form in CourseLeaf (see Appendix A).
Step 2	If discontinuation of the distance education program would impact units outside of the jurisdiction of the Executive Committee, 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 the UW Associate Vice President for Academic Programs and Educational Innovation (APEI) that the distance program has been discontinued along with the effective date of the action.

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

Academic Action: Establish a formal agreement with a non-UW institution that will allow a graduate of the institution to transfer into a UW-Green Bay degree program under the conditions articulated in the agreement.			
Curricular Requirements:	Variable depending upon the degree requirements.		
Originator of Process:	Interdisciplinary Unit Executive Committee		
Approval Form:	Form J – Articulation Agreement Cover Sheet		
Approvals/ Recommendations Needed: **A – Approval Needed** **R – Recommendation** **I – Information Only**	A	Initiating Interdisciplinary Unit Executive Committee	
	R	Transfer Services Coordinator	
	A	Dean(s)	
	R	Special Assistant to the Vice Chancellor for Business and Finance	
	A	Provost & Vice Chancellor for Academic Affairs	
	I	Chancellor	
	I	UW System Administration/ Board of Regents	
	I	Graduate Academic Affairs Council	
	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 *UW System Administrative Policy 140* (formerly ACIS 6.2) *UW System Guidelines For Articulation Agreements Between UW System Institutions And WTCS Districts* (see Appendix B) and completes the *Form J Articulation Agreement Cover Sheet* (see Appendix A).		
Step 2	The proposal is sent to the Transfer Services Coordinator for review. The Transfer Services Coordinator assists the preparers to accurately identify courses that will transfer and how they will transfer.		
Step 3	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 4	The Provost shares the proposal with the Special Assistant to the Vice Chancellor for Business and Finance to assess any liabilities involved with the agreement. Revisions may be requested.		
Step 5	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 5	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 6	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 (for		

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

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

Academic Action: Establish a partnership between two or more institutions that generally does not include any degree program or course transferability components.		
Curricular Requirements:	No specific requirements.	
Originator of Process:	Interdisciplinary Unit Executive Committee	
Approval Form:	Form J – Articulation Agreement Cover Sheet	
Approvals/ Recommendations Needed: **A – Approval Needed** **R – Recommendation** **I – Information Only**	A	Initiating Interdisciplinary Unit Executive Committee
	A	Dean(s)
	R	Special Assistant to the Vice Chancellor for Business and Finance
	A	Provost & Vice Chancellor for Academic Affairs
	I	Chancellor
	I	UW System Administration/ Board of Regents
	I	Graduate Academic Affairs Council
	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 *UW System Administrative Policy 140* (formerly ACIS 6.2) *UW System Guidelines For Articulation Agreements Between UW System Institutions And WTCS Districts* (see Appendix B) and completes the *Form J Articulation Agreement Cover Sheet* (see Appendix A).	
Step 2	If degree program or course transfers are involved, the preparers should be directed to follow the procedures for J. 1. Articulation Agreements listed above.	
Step 3	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 4	The Provost shares the proposal with the Special Assistant to the Vice Chancellor for Business and Finance to assess any liabilities involved with the agreement. Revisions may be requested.	
Step 5	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 6	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 (for undergraduate programs) or Graduate Academic Affairs Council (for graduate programs), 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	
Approval Form:	Form K – Academic Unit Actions Cover Sheet	
Approvals/ Recommendations Needed: **A – Approval Needed** **R – Recommendation** **I – Information Only**	R	Faculty Concerned
	R	Academic Affairs Council
	R	Personnel Council
	A	Dean(s)
	A	University Committee/Faculty Senate
	A	Provost & Vice Chancellor for Academic Affairs
	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 *Form K Academic Unit Actions Cover Sheet* (see Appendix A).	
Step 2	If the proposal is initiated by faculty, after all faculty concerned have had an opportunity to comment on the proposal, the proposal is forwarded to the Dean. If the proposal is initiated by the Dean or Provost, all faculty members concerned must review the proposal and submit their recommendations in writing to the initiator.	
Step 3	If establishing, merging, or discontinuing an academic unit will impact faculty outside of the initiating committee, 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 all 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 *Form K – Academic Unit Actions Cover Sheet,* with supporting documentation is forwarded to the Academic Affairs Council and Personnel Council meeting jointly.	
Step 5	Following the AAC/Personnel Council review, the proposal, supporting documentation, and Form Z-AAC or Z-GSC 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 *Form K Cover Sheet* 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 Process:	CourseLeaf: Course Admin: Propose New Course	
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	Graduate Academic Affairs Council
	A	Academic Affairs Council
	A	Provost and Vice Chancellor for Academic Affairs
Approval Process		
Step 1	A faculty member completes the Propose New Course form in Courseleaf and submits it to a Disciplinary (go to Step 2) or Interdisciplinary Executive Committee (go to Step 3) for review and action.	
Step 2	The Disciplinary Executive Committee reviews the proposal and may request revisions. If approved, the proposal is forwarded to the appropriate Interdisciplinary Executive Committee for review and action.	
Step 3	The Interdisciplinary Executive Committee reviews the proposal. If approved, the proposal is forwarded to the appropriate Dean's office for review and action.	
Step 4	The Dean reviews the course. If approved, it is sent to the General Education Council (GEC), the academic Affairs Council (AAC), or Graduate Academic Affairs Council (GAAC), as appropriate. (See Steps 5 and 6)	
Step 5	If the course is intended to be a General Education course, it is submitted to the General Education Council (GEC) for review. If approved, the course is forwarded to the Academic Affairs Council. If it is not approved, it is returned to the Dean. If it is not a General Education course, go to Step 6.	
Step 6	If the course is an undergraduate course, it is sent to the Academic Affairs Council (AAC). If it is a graduate course, it is sent to the Graduate Academic Affairs Council (GAAC). If approved, the course is sent to the Provost. If not approved, the course is returned to the Dean.	
Step 7	The Provost (or designee) reviews the proposal and supporting documents. If approved, the Dean, initiating Executive Committee, and Registrar's Office are notified that a new course has been approved and the effective date of the action. If not approved, the proposal is returned to the initiating Executive Committee for further development.	

L. 2. Change an Existing Course

Academic Action:	Change the number of credit hours or make a 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 Process:	CourseLeaf: Course Admin: Edit Course		
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	Graduate Academic Affairs Council	
	A	Academic Affairs Council	
	A	Provost and Vice Chancellor for Academic Affairs	
Approval Process			
Step 1	A faculty member completes the Edit Course form in Courseleaf and submits it to a Disciplinary (go to Step 2) or Interdisciplinary Executive Committee (go to Step 3) for review and action.		
Step 2	The Disciplinary Executive Committee reviews the proposal and may request revisions. If approved, the proposal is forwarded to the appropriate Interdisciplinary Executive Committee for review and action.		
Step 3	The Interdisciplinary Executive Committee reviews the proposal. If approved, the proposal is forwarded to the appropriate Dean's office for review and action.		
Step 4	The Dean reviews the course. If approved, it is sent to the General Education Council (GEC), the academic Affairs Council (AAC), or Graduate Academic Affairs Council (GAAC), as appropriate. (See Steps 5 and 6)		
Step 5	If the course is intended to be a General Education course, it is submitted to the General Education Council (GEC) for review. If approved, the course is forwarded to the Academic Affairs Council. If it is not approved, it is returned to the Dean. If it is not a General Education course, go to Step 6.		
Step 6	If the course is an undergraduate course, it is sent to the Academic Affairs Council (AAC). If it is a graduate course, it is sent to the Graduate Academic Affairs Council (GAAC). If approved, the course is sent to the Provost. If not approved, the course is returned to the Dean.		
Step 7	The Provost (or designee) reviews the proposal and supporting documents. If approved, the Dean, initiating Executive Committee, and Registrar's Office are notified that a new course has been approved and the effective date of the action. If <u>not</u> approved, the proposal is returned to the initiating Executive Committee for further development.		

L. 3. Deactivate/Reactivate an Existing Course Offering

Academic Action: Deactivate or Reactivate a course that already exists in the Catalog or CourseLeaf.			
Curricular Requirements:	Variable depending upon type of course		
Originator of Process:	UW-Green Bay Faculty		
Approval Process:	CourseLeaf: Course Admin: Deactivate/Reactivate Course		
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	Graduate Academic Affairs Council	
	A	Academic Affairs Council	
	A	Provost and Vice Chancellor for Academic Affairs	
Approval Process			
Step 1	A faculty member completes the Deactivate or Reactivate Course form in Courseleaf, as appropriate, and submits it to a Disciplinary (go to Step 2) or Interdisciplinary Executive Committee (go to Step 3) for review and action.		
Step 2	The Disciplinary Executive Committee reviews the proposal and may request revisions. If approved, the proposal is forwarded to the appropriate Interdisciplinary Executive Committee for review and action.		
Step 3	The Interdisciplinary Executive Committee reviews the proposal. If approved, the proposal is forwarded to the appropriate Dean's office for review and action.		
Step 4	The Dean reviews the course. If approved, it is sent to the General Education Council (GEC), the academic Affairs Council (AAC), or Graduate Academic Affairs Council (GAAC), as appropriate. (See Steps 5 and 6)		
Step 5	If the course is a General Education course, it is submitted to the General Education Council (GEC) for review. If approved, the course is forwarded to the Academic Affairs Council. If it is not approved, it is returned to the Dean. If it is not a General Education course, go to Step 6.		
Step 6	If the course is an undergraduate course, it is sent to the Academic Affairs Council (AAC). If it is a graduate course, it is sent to the Graduate Academic Affairs Council (GAAC). If approved, the course is sent to the Provost. If not approved, the course is returned to the Dean.		
Step 7	The Provost (or designee) reviews the proposal and supporting documents. If approved, the Dean, initiating Executive Committee, and Registrar's Office are notified that the course has been deactivated/reactivated 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. 4. Develop an Experimental Course Offering

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

APPENDIX A

CURRICULUM APPROVAL FORMS

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

New course proposals or changes use Course Admin

New program proposals or changes use Program Admin

Curricular changes may be reviewed and approved in the **Approval Queue**

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

APPENDIX B

UW SYSTEM POLICIES

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

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

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

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