

REQUEST TO APPROVE OR REVISE AN UNDERGRADUATE AND/OR GRADUATE COURSE

Please check the appropriate box and follow the specific instructions associated with the request:

- New** – For each new undergraduate course proposal, complete items 2-11 and 16;
for each new graduate course proposal, complete items 2-8, 10 and 12-16.
- Revise** – Provide existing catalog text available at <https://committees.uwsp.edu/facsen/Site%20Pages/Home.aspx>
for each undergraduate course revision proposal, complete items 1-11 and 16;
for each graduate course revision proposal, complete items 1-8, 10 and 12-16.

When revising, please remember to use strike out for deletions and underlining for additions of text.

For **all deletions**, please consult the “Request to Delete, Renumber, or Rename” proposal form sheet for instructions of the deletion process.

If you wish to **move a course to the Latent file**, please forward a memo of your request to the Curriculum Committee chair.

Please note, all required votes (i.e., department, college) should be documented in the proposal and all required signatures present (i.e., department chair, dean) prior to submitting to Curriculum Committee and/or Graduate Council for consideration.

*If desiring **General Education Program (GEP) designation**, the General Education Committee (GEC) must approve courses for GEP designation. GEC proposal forms are located at:

<http://www.uwsp.edu/AcadAff/Pages/GEPresources.aspx>)

1.	Existing Course & Number:		Credits:	
	Course Title:			
	Current/Existing Catalog description:			
	Prerequisite(s):			
	GEP designation(s):			

*If revising a course, the existing course information should be revised using underline for new text and ~~strike-out~~ for text to be deleted. Existing catalog text is available at <https://committees.uwsp.edu/facsen/Site%20Pages/Home.aspx>

2.	Proposed Course & Number:		Credits:	
	Proposed Course Title:			
	New/revised Catalog description:			
	Proposed Prerequisite(s):			
	GEP designation(s):			

3.	When will course first be offered?			
	How often will course be offered?			
	Undergraduate enrollment expected:		Graduate enrollment expected:	
	Who will teach this course?			
	Rationale and need for this course (including any assessment evidence):			
	In which of the following formats will this course potentially be offered? (you may choose more than one) (If <i>Fully Online</i> and/or <i>Partially Online</i> are checked, then please see item 10)			
<input type="checkbox"/> Fully Online <input type="checkbox"/> Partially Online (some reduced seat time) <input type="checkbox"/> Face-to-Face (no reduced seat time)				

4.	Will this proposal result in any changes to the requirements of your department's/unit's major, minor, or course prerequisites? (If <i>yes</i> , you must <i>also</i> submit a proposal to revise the major/minor or course.)

5.	Describe additional or reallocated resources required for this courses (e.g., staff, library materials, equipment, facilities, computing resources):

6.	What effect will this course have on related curricula in other departments/units? (Responses from affected departments/units should be attached to this proposal.)

7.	What effect will this proposal have on Department of Public Instruction (DPI) Certification requirements? (If <i>any</i> effect, the proposal must first be considered/approved by the Teacher Education Subcommittee.)

8.	What specific degree(s) does the proposed course support?

9.	What effect will this proposal have on the General Education Program (GEP)? (The General Education Committee (GEC) must approve courses for GEP designations. GEC proposal forms are located at: http://www.uwsp.edu/AcadAff/Pages/GEPresources.aspx)

10.	In the affirming vote recorded below, the department attests that it has reviewed the <i>Guide for Approval or Revision of Courses with Online Components</i>, that all criteria outlined are met, and that the required instructor training will be completed prior to the start of the course.
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11.	Department/unit vote of faculty:							
	Approve:		Opposed:		Abstain:		Date of vote:	

*Note items 12-15 are specific to GRADUATE COURSES/SLASH COURSES
 Complete items 12-15 ONLY if the course is being offered at the graduate level or if it will have a graduate component. If your course is at the 500 or 600 level, there is an undergraduate course component of 300 or 400 respectively (i.e., slash course); standalone graduate courses are numbered 700 and above. Slash course proposals, pending approval by Curriculum Committee, are forwarded by the Curriculum Committee secretary to the Graduate Council for consideration.

12.	If adding or revising a slash course, when was the course first offered at the undergraduate level? (<i>semester and year</i>)

13.	If adding or revising a slash course, what will be expected of graduate students beyond the regular undergraduate course requirements?

14.	Are the faculty members who will teach this course currently members of the Graduate Faculty? (Faculty teaching graduate level courses must be approved by Graduate Council for Graduate Faculty status.)

15.	Department/unit vote of Graduate faculty:							
	Approve:		Opposed:		Abstain:		Date of vote:	

When items 11 and/or 15 are completed, submit the electronic version to the college dean for recommendation.

<i>Signatures and Processing</i>

16.	Recommendation of College Dean	
	Approve <input type="checkbox"/>	Disapprove <input type="checkbox"/>
	Date of signature:	<i>(Dean's signature)</i>
	Comments of College Dean, if any are entered below or attached:	

17.	Curriculum Committee vote regarding undergraduate component:						
	Approve:	<input type="text"/>	Opposed:	<input type="text"/>	Abstain:	<input type="text"/>	Date of vote:

18.	Graduate Council vote regarding graduate component:						
	Approve:	<input type="text"/>	Opposed:	<input type="text"/>	Abstain:	<input type="text"/>	Date of vote: