UWSP Academic Approval Chart

All approvals must follow the guidelines as outlined in the *University Handbook*, Chapter 7: Academic Programs and Curriculum. The following chart outlines the approval requirements for academic degree programs[1], program options, minors, certificates, and course-related items.

A=Approval Required   R=Review Required   I=Information with Option to Act (Process currently stops until information step is completed)

I[2]=Information without Option to Act (Process will proceed without stopping for information step) (See Note 2)

New/Change/Delete Programs, Minors, or Certificates													
Action	Dept.	UoW[3] Approval to Plan	Dean	Catalog Editor	Registrar	CuC[4]	GC[4]	GEC[4]	CC or EC[5]	Provost	Chanc.	UoW[3]	BOR[6]
New degree program (including changes affecting more than 50% of the degree requirements and/or a change in the first two digits of the program CIP code)	A	A	A	R	R	A	A		A	A	A	A	A
New minor/certificate	A		A	R	R	A	A		A	A	I^2		
Rename of degree program, minor, certificate	A		A	R	R	A	A		I^2	A	I^2	I	
New degree program option	A		A	R	R	A	A		I^2	A	I^2		
Change to required credits for degree program/option/minor/certificate	A		A	R	R	A	A		I^2	A	I^2		
Change to required courses for degree program/option/minor/certificate (no change in credits)	A		A	R	R	A	A		I^2	A	I^2		
Department-initiated deletion of a degree program/minor/certificate (program discontinuation)	A		A	R	R	A	A		I^2	A	A	I	
Change of degree type for program[7]	A		A	R	R	A	A		I^2	A	I^2	I	
Change in delivery format for program/minor	A		A		R	A	A		I	A	A	I	
Change in over 50% of an existing degree program				R						A	I^2	I	
Revisions to program-level academic standards	A		A	R	R	A	A		I^2	A	I^2		
Suspension of admission into an academic program/minor/certificate	A		A	R	R	I	I		I^2	A	I^2	I	

Approved by Common Council, 4/2/2025, and Chancellor, 4/23/2025

New/Revise/Delete Department, School or College

Action	Dept.	UoW[3] Approval to Plan	Dean	Catalog Editor	Registrar	CuC[4]	GC[4]	GEC[4]	CC or EC[5]	Provost	Chanc.	UoW[3]	BOR[6]
New department	A		A	I	R	I	I	I	A	A	A		
New school or college	I		A	I	R	I	I	I	A	A	A	A	A
Rename department	A		A	I	R	I	I	I	A	A	A	I	I
Rename school or college	A		A	I	R	I	I	I	A	A	A	A	A

New/Revise/Delete a Course

Action	Dept.	UoW[3] Approval to Plan	Dean	Catalog Editor	Registrar	CuC[4]	GC[4]	GEC[4]	CC or EC[5]	Provost	Chanc.	UoW[3]	BOR[6]
Create a new course	A		A	R	R	A	A		A	A	I[2]		
Change in course pre-requisite or concurrent registration	A		A	R	R	A	A		I[2]	I	I[2]		
Change in credit for an existing course	A		A	R	R	A	A		I[2]	I	I[2]		
Deactivate/suspend a course	A		A	R	R	A	A		I[2]	I	I[2]		
Change in course title (no significant content change) or number	A		A	R	R	A	A		I[2]	I	I[2]		
Change in course description (no significant content change)	A		A	R	R	A	A		I[2]	I	I[2]		
New or change to subject prefix[8]	A		A	R	A	I[2]	I[2]		I[2]	A	I[2]		

General Education Program/Revisions

Action	Dept.	UoW[3] Approval to Plan	Dean	Catalog Editor	Registrar	CuC[4]	GC[4]	GEC[4] or AAC	CC or EC[5]	Provost	Chanc.	UoW[3]	BOR[6]
Add, change, or delete a General Education Program or Associate Degree[9] course designation	A[10]		A	R	R			A	I[2]	A	I[2]		
Change to General Education Program requirements				I	R			A	A	A	I[2]		

Approved by Common Council, 4/2/2025, and Chancellor, 4/23/2025

Key:

I² = Information step which will no longer stop proposal process from continuing to next step. (See Note 2.)

Notes:

[1] Degree program here is defined as an academic program resulting in the awarding of a degree credential (e.g., B.S. in Psychology, M.S. in Natural Resources, etc.). At the baccalaureate level, degree program is equivalent to what is colloquially termed a "major." In this approval chart, the term degree program is used to include both undergraduate and graduate degree programs.

[2] Regarding the term "Information" (I) - Under the pre-2025 procedure, items listed with "I²" for Common Council (CC) and the chancellor were informational (in that no specific action or modification is expected) but were process stopping points until the CC and chancellor acknowledged the information items. Consequently, in the former system, programming of curricular changes into the student information system and catalog did not start until CC and chancellor's informational steps occurred. In the new system, beginning fall 2025, entities with steps denoted as "I²" will receive informational notification of the proposal while the item continues to the next required approval or review step in the process.

[3] UoW here refers to the Universities of Wisconsin Office of Academic Affairs.

[4] CuC refers to Curriculum Committee; GC refers to Graduate Council; GEC refers to General Education Committee; AAC refers to the Academic Affairs Committee.

[5] CC refers to Common Council and EC refers to Executive Committee of the Common Council.

[6] BOR here refers to the Board of Regents of the University of Wisconsin System.

[7] Departments considering a change of degree type for a program should also consult with the registrar regarding possible UoW and HLC requirements.

[8] Creation of new subject prefixes is governed by the subject prefix policy.

[9] General Education Program (GEP) course designations are approved through the General Education Committee (GEC). Associate degree course designations are currently approved through the Associate Degree Subcommittee (ADS) - a subcommittee of the Academic Affairs Committee (AAC). Associate degree course designations approved by the ADS are forwarded to the AAC for approval. For associate degree course designations, the proposed process would maintain AAC as the committee of jurisdiction for associate degree course designations. After AAC approval, all other process steps are similar to those for GEP course designations through the GEC.

[10] Based on assessment results or other criteria, the General Education Committee (GEC) may remove a General Education Programs (GEP) course designation from a course irrespective of department initiation or consent.