I. Introduction
   Added by the Senate 4-23-2010
   Revised by the SSC 2013-02-25

   A. This policy details the process for proposing new courses or for changing existing courses. All proposals or changes must be reviewed to insure they meet this policy. We use this review process to maintain course standards and so that course credits transfer smoothly to baccalaureate programs beyond UW Colleges.

   B. Course proposal requests can be initiated by individuals, departments or campus curriculum committees but the department should be consulted early in the process.

   C. Consult current curriculum committee guidelines (in public folders) or current Senate Curriculum Committee chair for assistance before you begin to plan or re-design a course.

   D. General sequence of course proposal review is (1) department, (2) campus (not always needed), (3) Senate Curriculum Committee, (4) Provost.

   E. The review process will typically take at least 4-6 weeks after proposals are submitted.

II. UW Colleges Curriculum Breadth

   The curriculum at each UW Colleges campus shall be designed to provide a reasonable breadth of liberal studies and necessary pre-professional course offerings.

   Each UW Colleges campus shall offer a sufficient number of courses meeting AAS degree requirements so that a student can earn an AAS degree during a two-year period.

III. Catalog and Timetable Course Descriptions
    Revised 4-24-09
    Revised 4-23-10
    Revised by the SSC 2013-02-25

   A. Catalog and Timetable Descriptions
1. Catalog course descriptions should reflect the content of specific courses as they are taught across the UW Colleges. Permissible variations in course content should be reflected by the use of such phrases as “may include,” “optional topics,” etc. It is expected that faculty members will teach each course in a manner consistent with the catalog description.

B. Each UW Colleges timetable must duplicate the UW Colleges Catalog description. The following exceptions may be made:
   1. If a course is to be offered in modules, this should be so stated, with appropriate information added.
   2. Logistical information, as in the case of field trips, may be added.
   3. Course content which has been listed as optional and which will not be covered in a particular course may be deleted from the timetable description.
   4. For variable content courses, the timetable shall give a description of the specific subject matter.

C. Departments shall review UW Colleges Catalog descriptions biannually as part of the catalog revision exercise. Requests for changes in the Catalog description may be submitted to the Senate Curriculum Committee for review. If the request is approved by the Curriculum Committee, that committee shall so inform the Provost. If the latter concurs with the change, the Office of Academic and Student Affairs will inform the registrar, campus deans, assistant campus deans for student affairs, department chairs and the chair of the Senate Curriculum Committee of the change. Consult the current Curriculum Guidelines or SCC chair for correct forms to use when requesting course description changes.

D. The UW Colleges Catalog listing of courses shall include those courses offered on a reasonably frequent basis at one or more UW Colleges campus. Departments are to review their course offerings during the catalog preparation process to identify courses which are not being offered or which need revision of some sort. Should a department identify a course which is not being offered but which is a legitimate part of a freshman/sophomore curriculum for that discipline, the course in question may be placed in a “course bank.” In this category it will not appear in the catalog, but may be drawn out by the department, upon stipulation to the Provost of the need for the course, UW Colleges at which it will be offered, faculty likely to teach it, and updated transferability data.

E. Upon publication, the UW Colleges Online and each UW Colleges campus will make their course schedule available to the Office of Academic and Student Affairs.

IV. Curricular Audit and Review Processes
    Revised by the SSC 2013-02-25

A. Each UW Colleges department and each UW Colleges campus, at the direction of the Provost, shall review its curricular offerings as part of the five-year audit and review cycle. This review shall determine whether the department or UW Colleges course offerings are adequate in terms of both number and frequency to permit students to earn
the AAS degree and/or complete necessary pre-professional requirements in a two-year period. UW Colleges which offer an evening and/or weekend program shall determine what degree requirements can be satisfied by students over a four-year period of time. In addition, the departmental review shall examine the transfer status of each course to UW baccalaureate institutions. Furthermore, the review, through the examination of syllabi, shall evaluate departmental offerings across UW Colleges with respect to consistency with the catalog description and consistency with Associate of Arts and Science breadth category and specific requirement designations.

B. The Provost, in consultation with the UWC Senate Curriculum Committee, shall conduct a review of courses for the purposes of:
   1. Recommending course deletions from the UW Colleges catalog;
   2. Recommending changes in departmental alignment of courses (e.g., an INT course which, over time, might have changed its emphasis such that a different departmental home than originally agreed upon might be more appropriate);
   3. Maintaining curricular balance and meeting AAS degree requirements;
   4. Revising course numbering sequences;
   5. Recommending cross-listing where deemed advisable; and
   6. Recommending changes in course designations for the fulfillment of Associate Degree distribution requirements.

V. Curriculum Planning
   Revised by the SSC 2013-02-25

Curriculum planning will be done annually. The planning will include the department chairs, the campus deans, the faculty in each discipline on the campus, the campus curriculum committees, and the Provost’s office. The process will include the following:

A. The faculty on each campus, in consultation with the campus curriculum committee, will develop a curriculum plan, including available distance education course offerings. The plan will be submitted to the chair of the department in the appropriate discipline.

B. In cases where there are no faculty on a campus in a discipline where offerings will be provided, the campus dean and local campus curriculum committee will develop a curriculum plan and submit the plan to the department chair.

C. After review by the department chair in the appropriate discipline, the plan will be submitted to the campus dean and campus curriculum committee. If the curriculum plan is changed after the department has reviewed it, the campus must consult the department chair.

D. The campus dean will submit the curriculum plan to the Provost’s office.

E. During any of the steps above, negotiation may take place, and consultation is encouraged, among the faculty, the chair of the campus curriculum committee, the campus dean, the department chair, and the Provost’s office on curricular, budget and staffing issues.
A specific timeline for the above will be developed annually by the Provost’s office.

VI. Policies for Curricular Change

Revised 4-23-10
Revised by the SSC 2013-02-25
Revised by the SSC 2014-10-02

A. Addition and modification of courses.
   1. With approval of the UW Colleges Senate Curriculum Committee and the Provost, UW Colleges academic departments may add new courses or revise existing courses. (Procedures for submission of new course proposals and of requests for revision of existing courses are described in VI.)
   2. Either academic departments or UW Colleges curriculum committees may initiate the request to the UW Colleges Senate Curriculum Committee to add or modify interdisciplinary (INT) or lecture forum (LEC) courses. (Procedures for submission of such requests are detailed in IP #106.)
   3. When a new course or modification of an existing course has been approved, the Chair of the UW Colleges Senate Curriculum Committee shall notify the Provost who, after administrative approval has been granted, will inform a) the Registrar, b) Deans and assistant campus deans for student affairs, c) the appropriate department chair, and d) the UW Colleges Senate Curriculum Committee.

B. Deletion of Courses from the UW Colleges Catalog
   1. Either the Provost or an academic department may initiate a request that a course be deleted from the UW Colleges catalog.
      a. If initiated by the Provost, the request shall be directed to the academic department with a copy to the Senate Curriculum Committee. The academic department shall forward its response to this request to the UW Colleges Senate Curriculum Committee.
      b. If initiated by the academic department, the request shall be directed to the UW Colleges Senate Curriculum Committee.
      c. The UW Colleges Senate Curriculum Committee shall return its recommendation to the Provost.
   2. Course banking is an alternative to deletion of a course from the permanent list of the UW Colleges course offerings. (see III.D.4.)

C. Additions and Deletions of Course Offerings at a UW Colleges Campus
   1. Course offerings at each UW Colleges campus must have the approval of the appropriate academic departments, of the UW Colleges curriculum committee and the UW Colleges Campus Dean.
   2. Such approval requirements are intended to insure that:
      a. faculty members are approved to teach assigned courses.
      b. the UW Colleges curriculum has balance and meets the needs of students attempting to fulfill Associate of Arts and Science degree and pre-professional requirements.
c. this process of approval will ordinarily occur as part of the four-semester curriculum planning protocol.
d. when a disagreement between an academic department and UW Colleges cannot be resolved informally, the matter shall be appealed to the Provost.
e. addition of a course for a specific semester with a writing/speaking emphasis designation shall originate with the instructor. The dean, after consulting with the local curriculum committee, may approve the offering, approve it with possible restrictions, or reject it.

D. Assignment of Associate of Arts and Science Degree Designations
   1. Definitions of and criteria for all AAS degree designations, including breadth and emphasis requirements, shall be approved by the UW Colleges Senate.
   2. Requests for AAS degree designations for individual sections shall be made to the UW Colleges Senate Curriculum Committee, in accordance with procedures developed by that committee.
   3. When AAS degree designations have been approved for a specific course, the Chair of the UW Colleges Senate Curriculum Committee shall notify the Provost, who after administrative approval has been granted, will inform a) the Registrar, b) Deans and assistant campus deans for student affairs; c) the appropriate department chair, and d) the UW Colleges Senate Curriculum Committee.

VII. Adding New Courses to the Colleges Curriculum and Changing Courses in the UW Colleges Curriculum

A. Adding New Courses to the Curriculum
   1. A new course proposal should include the following:
      a. A completed “UW Colleges New Course Proposal.”
      b. A completed “UW Colleges Course Guide.”

   2. Cross-listed courses are the same course cataloged with two or more different prefixes. All departments involved in a cross-listed course must approve the course.

   3. Procedures for new course approval
      a. New course proposals shall be submitted to the UW Colleges Senate Curriculum Committee (SCC) by the sponsoring department.
      b. With a positive recommendation by the SCC, the proposal shall be forwarded to the Provost. If the recommendation of the SCC is negative, the proposal shall be returned to the department with reasons for the decision.
      c. A course may be offered following a positive recommendation from the SCC and approval from the Provost. During the two semesters after approval, the Provost’s Office (Transfer Coordinator) shall pursue transfer equivalencies and breadth designations with the other UW System institutions. If substantial transfer problems arise, the Provost may ask the UW Colleges Senate Curriculum Committee to review their positive designation.
B. Changes in a course description or title (including cross-listing between departments), in the number of credits for a course, or in the prerequisites for a course. Procedure for the above changes:
   1. A Course Change Proposal shall include:
      a. A completed “UW Colleges Curricular Change Proposal Form”
      b. A revised “Course Guide.”
      c. A rationale for the proposed change.
      d. A statement on the impact of the change on other courses within the discipline.
   2. Procedures for course modifications.
      a. The Course Change Proposal shall be submitted to the UW Colleges Senate Curriculum Committee (SCC) by the sponsoring department. If the course is cross-listed with two or more departments, all departments involved must approve the changes.
      b. With a positive recommendation by the SCC, the proposal shall be forwarded to the Provost who shall make a final determination.