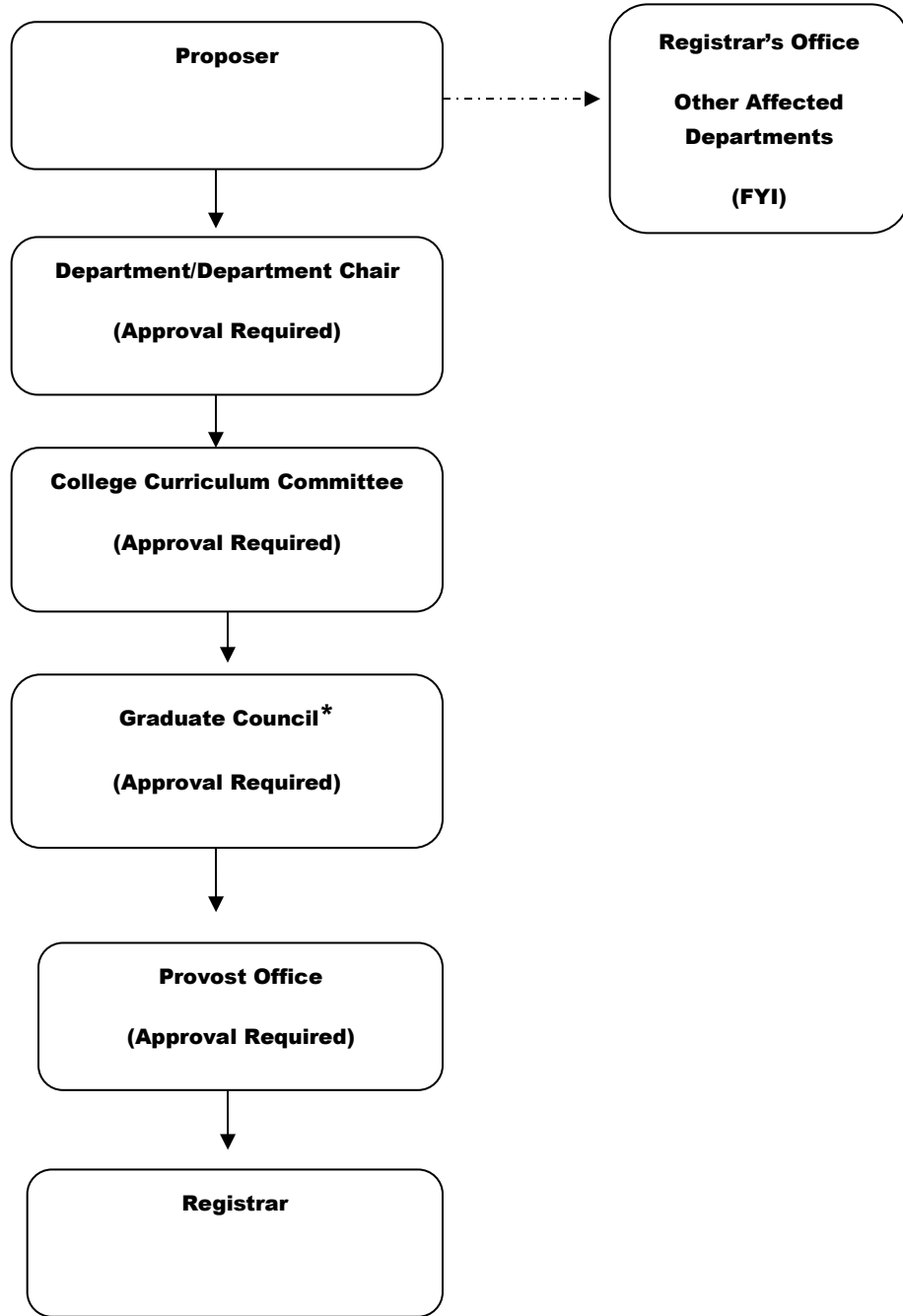


Curriculum Handbook – Part 2 Graduate

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GRADUATE CURRICULUM FLOW CHART



(*meeting dates are indicated on the [Curricular Schedule](#).)

**Graduate Curriculum
Approval Procedures Matrix**

All graduate curriculum approval procedures not mandated by UW System or the Board of Regents are determined by the Graduate Council.

Form	Action	Dept	CCC	College Dean	Grad Council	UWS	Regent	Comment
PF	New Degree	r	x	x	x	x	i	A, B
PF	New Major	x	x	x	x	x	i	A, B
PF	New submajor (e.g. minor)	x	x	x	x	i	i	C
PF	Change in degree requirement	r	x	x	x	(x)	(i)	D, E, G
PF	Change in major	x	x	x	x	(x)	(i)	E, G
PF	Change in submajor	x	x	x	x	(i)	(i)	G
PF	Deletion of a major	x	x	x	x	(x)	(i)	E, G
PF	Deletion of a submajor	x	x	x	x	(i)	(i)	G
CF	New course	x	x	x	x			F, H, I
CF	Add graduate component to an existing undergraduate course	x	x	x	x			H
CF	Substantial revision of course	x	x	x	x			G, H
CF	Contact hour change	x	x	x	x			G
CF	Credit change	x	x	x	x			G, L
CF	Grade Basis	x	x	x	x			G
CF	Repeatability change	x	x	x	x			G
CF	Course deletion	x	x	x	i			G, I, J, K
CF	Number change/cross-listing	x	x	x	i			G, M
CF	Prerequisite/restrict change	x	x	x	i			G
CF	Title change	x	x	x	i			G
CF	Course description change	x		x				G, N
CF	License matters							O
CF	Special courses	x		x	i			P
CF	Travel study courses	x		x				P
OF	Administrative actions	r	i	x	i	(i)		Q

Dual-listed courses:

Approval for, and changes in, dual-listed courses (those offered for both graduate and undergraduate level credit) must be obtained at both the undergraduate and the graduate level. Sponsors must first seek approval at the undergraduate level for the undergraduate course and/or course changes. Following the undergraduate level (signed by the Faculty Senate chair), the proposal should be submitted to the Graduate Council.

To add a graduate level component to an existing undergraduate course (add a dual-listing), a **new course proposal** must be submitted for the graduate course only and sent directly to the Graduate Council, following the procedures for graduate courses.

Heading Codes:

CCC College Curriculum Committee
UWS University of Wisconsin System
Regent Board of Regents

Matrix Codes:

x Action item
i Information item
r Response or recommendation, but no approval required
() AVC determines whether submission to UWS is required
PF Program Form
CF Course Form
OF Other Request Form

(See comment key beginning on page 3)

Comment Key for the Approval Procedures Undergraduate and Graduate Matrices

All actions involving programs are submitted via the Program form, and all actions involving courses are submitted via the Course form.

- A. During planning and priority-setting stages of long range planning, the several curriculum committees should be kept informed of proposed new programs and priorities.
- B. Appropriate UW System Administrative Policy 102 procedures are to be coordinated with the Provost's Office.
- C. A *submajor* is a program of study that consists of fewer credits than a major, but that is officially recorded on the transcript, including minors, emphases, tracks, and certificates. Submajors require only campus approval, but must be reported as an information item to UW System.
- D. A college degree requirement is defined as a requirement common to all students pursuing a common degree within a college. All college degree proposals that are complete and have been approved by a college are to be shared with the deans of the other colleges for special attention concerning cross-college and university-wide impacts.
- E. If a proposal to change a degree or major involves a "substantive redirection" as determined by the Provost's Office, it requires System action subsequent to campus approval. A change in the name of a submajor must be reported to System as an information item.
- F. When a department plans to offer a new course, it needs to consider whether the course will affect other programs, i.e. offered as an option in another program, content is similar to a course in another department. If so, a consultation with the departments involved must be offered. Evidence that the consultation occurred, was declined, or that there was no response during the allotted time period must be included/attached to the course proposal in CourseLeaf. (See *Consultation Procedure* on page 8.)
If a new course will be required in a major or submajor, or included as an option within a category of required courses, a program change proposal must be submitted in CourseLeaf in order to implement inclusion of the course; if the course will simply be a general elective in the program, no further action is necessary.
- G. **Program changes, course changes**, and some "**other**" actions are to be reviewed by the sponsoring department before submitting the proposal to the CCC. Any other program affected by a proposal must be offered a consultation before the proposal is submitted to the CCC. Evidence that the consultation occurred, was declined, or that there was no response during the allotted time period must be included/attached to the course proposal in CourseLeaf. (See *Consultation Procedure* on page 8.)
- H. In dual-listed courses there should be a clear distinction between undergraduate and graduate course prerequisites and restrictions, as well as an inclusion of the unique expectations regarding content, intensity, and self-direction (See *Graduate Level Requirements in Dual-Listed Courses* on page 10.) To add a graduate component (dual-listing) to an existing undergraduate course, a **new course proposal** must be

submitted for the graduate course only, following the procedures for graduate courses. To delete the graduate component of a dual-listed course, a proposal to deactivate the graduate course must be submitted, following the procedures for graduate courses.

- I. All proposals relating to non-departmentally based university-wide courses (INTRAUNV) are to be sent directly to the Graduate Council. Before consideration by the Graduate Council, the Provost's Office notifies the all college deans of the proposals; the deans have five class days to request consultation (See *Consultation Procedure* beginning on page 9.) Consultation must be completed prior to consideration by the Graduate Council. If concerns are not resolved, a written statement of concerns will be presented to the Graduate Council for consideration, together with the proposal.
All proposals relating to non-departmentally based college-wide courses (ACINDP, BEINDP, EDUINDP, and LSINDP) are to be sent by the proposer(s) directly to the appropriate CCC, and then to the dean and the Graduate Council for approval.
- J. Courses, other than those numbered in the 690s and 790s, that have not been offered for the four calendar years immediately preceding the issuance of a new catalog will be dropped from the list of approved courses. Exceptions to this policy must be approved by the Provost's Office. Exception requests are submitted through the Course Form by indicating "Currency of Bulletin" in the summary of changes. Specific information is sent out during each Currency of Bulletin exercise prior to the publication of each new catalog by the Registrar's Office.
- K. ALL course deletions require consultation with any other program(s) affected.
- L. A **change of credit** implies a substantive revision of a course and should be proposed as such. Substantive revisions require the attachment of two syllabi: an old syllabus (prior to the revision) and a new syllabus (reflecting the revision).
- M. A **course number change** implies a substantive revision of a course and should be proposed as such. Substantive revisions require the attachment of two syllabi: an old syllabus (prior to the revision) and a new syllabus (reflecting the revision).
Guidelines for a course number change:
 - 1. If two or more courses are combined into one, a different number must be used for the new course.
 - 2. If one course is subdivided into two or more courses, a new number must be assigned to each.
 - 3. If a course is deleted or re-numbered, the former course number cannot be used for at least ten years.
- N. **Course description changes** are excused from the curricular process if the change does not reflect a substantive change in the course. Requests for description changes are submitted by the departments, through their college dean, and sent to the Provost's Office for approval. If the proposed change appears to involve substantive changes in the course, the Provost's Office rejects the change and reroutes the proposal to follow the workflow for a course revision. Course descriptions are limited to 60 words.
- O. To effectively involve the University Licensure Officer with those university curricular actions dealing with DPI and other state licensure provisions, the University Licensure Officer:

1. Serves as a non-voting resource person on the UCC for Undergraduate Programs or on the Graduate Council for Graduate Programs and as such receives copies of all agendas, all proposals being submitted for action, and all records of the UCC actions (undergraduate) or Graduate Council actions (graduate).
 2. Addresses all licensure-related actions originating within the University and coming before the UCC or Graduate Council (whichever is appropriate). It is understood that originating bodies will seek consultation with the Licensure Officer consistent with general consultation practices.
 - a. In matters of minor significance, the Licensure Officer makes a recommendation directly to the UCC and/or Graduate Council (whichever is appropriate) and the action of the UCC and/or Graduate Council is submitted to the Faculty Senate.
 - b. In matters regarded to be of major importance to the Licensure Officer and requiring further study, the Licensure Officer can request the UCC or the Graduate Council (whichever is appropriate) to refer action to a third body for purposes of recommendation. The matter is subsequently returned to the UCC or Graduate Council for formal action.
 3. Presents curricular matters originating outside the University, such as DPI or legislative mandates, to the UCC or Graduate Council (whichever is appropriate) with a recommendation for approval, further development, or referral. Subsequently, all matters are returned to the UCC or Graduate Council for formal action.
- P. Special Courses are those numbered in the 690s and 790s. Proposals for these courses are submitted using the Course form. (See *“Undergraduate Special Course Definitions and Descriptions”* beginning on page 17.)
- Q. Administrative actions (submitted using the Other Request form) are those that concern primarily the fiscal, personnel, and/or record-keeping aspects of program delivery, although they may impact curriculum secondarily. Examples include, but are not limited to, restructuring or renaming of departments, creation of a new prefix, and establishment or change of college/program admission or graduation requirements. GPA and other similar requirements that are intended primarily to control enrollment in a program are considered administrative matters; GPA and other similar requirements that are intended primarily to assure a certain level of student competence or achievement are considered curricular and are processed through the normal curricular procedure. Administrative actions should be disseminated to appropriate bodies for information.
- R. Graduate curricular approval/disapproval decisions by college curriculum committees or college deans may be appealed to the Graduate Council. These appeals may be made by resubmitting the proposal, along with a cover letter explaining the rationale for the appeal, to the Graduate Council.

CourseLeaf Workflow for Graduate Proposals

- A. The chair of the department approves the proposal, indicating departmental support/approval.
 - 1. **Cross-listed** courses require that a separate proposal is submitted for each subject area prefix. It is recommended that cross-listed proposals be reviewed by all curricular bodies concurrently.
 - 2. **Dual-listed** courses require that a separate proposal for the graduate offering of the course is submitted. The graduate proposal will follow the workflow for graduate courses. Both the undergraduate and graduate proposals must be submitted into workflow and reviewed by the CCC concurrently.
- B. The curriculum impact review and consultation take place **if** required/requested.
- C. The proposal is submitted to the sponsoring department's CCC. The chair of the College (Graduate) Curriculum Committee(s) approves the proposal to indicate committee approval.
- D. For approval of cross-college programs/courses, the proposals must go through **all** impacted colleges. Each college will be listed in the workflow, and will be notified of the proposal upon its submission into the workflow. The current workflow may need to be updated. Please contact the Provost's Office at x1055 to have the workflow updated when necessary.
- E. The College dean(s) approves the proposal to indicated college support/approval.
- F. The proposal is submitted to the Graduate Council. The chair of the Graduate Council approves the proposal to indicate committee approval.
- G. The proposal is submitted to the Provost's Office. The Provost's Office approves the proposal.
- H. If it is determined the proposal needs UW-System approval and/or Board of Regents approval, the Provost's Office will follow the UW System Administrative Policy 102 guidelines and submit the necessary information.
- I. Once all approvals have been obtained, the proposal is submitted to the Registrar's office for implementation.

Intent to Plan

New degrees and majors require UW System approval of an intent to plan and final approval before they may be implemented. Consult the Provost's Office for the proper procedures and format for requesting approval for an intent to plan a new degree or major, and to request final approval of a new degree, major or submajor.

All college degree proposals approved by the College Curriculum Committee (CCC) are to be shared with the deans of the other colleges for special attention concerning cross-college and university-wide impact. New submajors do not require UW System approval and may be implemented following approval at the campus level. They must, however, be reported as information items to UW System.

The intent to plan proposal is submitted directly to the Provost's Office. The Provost's Office informs the college deans and sends a memo to the UW System Senior Vice President for Academic Affairs requesting an Entitlement to Plan a new degree program.

Final Proposal

The final proposal for a new degree or new major should be completed in CourseLeaf using the [Program Form](#).

Consultation Procedure

1. Informal consultation with interested parties prior to formal curriculum review reduces points of conflict and misunderstandings. Often, an absence of prior consultation results in procedural delays.
2. During planning and priority-setting stages of new program development, the several curriculum committees should be kept informed of developments.
3. All college degree proposals approved by a college are to be shared with the deans of the other colleges for special attention concerning college-wide and university-wide impacts.
4. **Program changes, course changes, new courses,** and some “**other**” actions require a curriculum impact review. Any other program(s) affected by the proposal as well as any academic units that are likely to be concerned about the impact of the proposed change are to be notified by the sponsoring department that a curriculum proposal is available for review. Upon receipt of this notification, any concerned academic unit may request a consultation with the sponsoring department. The request must be made in writing within five class days of receipt of the notification of the proposal.
5. Any consultation requested by a department must be concluded within ten class days of the receipt of the request for consultation. Consultation requested by a college must be concluded within twenty class days of receipt of the request.
6. Consultation, not necessarily agreement, must be completed between departments within the same college prior to consideration by the CCC of the sponsoring department. Consultation across colleges must be completed before consideration by the Graduate Council.
7. The results of each consultation must be recorded (support, oppose, no contest) on the [consultation signature page](#) or via email exchange. Any academic unit indicating opposition should simultaneously provide a written statement or email of rationale to be attached to the proposal prior to consideration by the CCC/Graduate Council as defined above.
8. If the concerns have not been resolved prior to submission to the CCC/Graduate Council, the chair of the CCC/Graduate Council will make every effort to resolve the issues before consideration by that committee. Failing resolution, the proposal together with the rationale of opposition will be submitted to the CCC/Graduate Council for consideration.

Criteria for Graduate-Level Coursework

1. Graduate coursework requires greater depth of study than does UW-Whitewater undergraduate coursework.
2. Graduate coursework involves more intense study than UW-Whitewater undergraduate coursework.
3. Graduate coursework is more specialized than UW-Whitewater undergraduate coursework.
4. Graduate coursework has a higher level of academic/intellectual rigor than that in UW-Whitewater undergraduate coursework.
5. Graduate coursework involves both theory and practice. While some courses within a master's program may place more emphasis on theory and some may place more emphasis on practice, the total program must emphasize both.
6. The methods of instruction in graduate courses reflect a high level of personal interaction between the instructor and the individual students. This requires small graduate course sections, regular and personalized advising, and interactive teaching methods.
7. Graduate coursework requires more self-directed learning on the part of students than found in UW-Whitewater undergraduate coursework.
8. Graduate coursework requires extensive use of campus learning resources, including, but not limited to library resources. Other campus learning resources include laboratories and computer facilities.
9. Graduate coursework focuses on advanced disciplinary content, usually as an extension of disciplinary content presented at the undergraduate level. When graduate work serves an introductory function, it typically introduces disciplinary content that is not offered at the undergraduate level. However, introductory graduate coursework may also be accelerated to create a basic background for an individual with an undergraduate degree in another field or who lacks background from undergraduate preparation.
10. All graduate coursework should contribute to degree program goals.
11. Grades assigned in graduate courses serve to distinguish between levels of student achievement at the graduate level.
12. Graduate courses (all course numbers 500 or above) shall only be taught by graduate faculty or those with similar qualifications on an exceptional basis as determined by the graduate faculty within a department.
13. Graduate courses shall be taught in formats that allow adequate reflection and integration of learning, including meeting the UW system requirements of (1) no more than one credit per week (7 consecutive days), (2) at least 800 contact minutes per credit, and (3) at least 1600 minutes of out-of-class work per credit.

Graduate Level Requirements In Dual-Listed Courses

All graduate-level courses must specify the following unique expectations of graduate students:

Content (Breadth & Depth)

How does the course content distinguish the course as having depth and more specialized coverage of advanced disciplinary issues relevant to theory and its application than UW-Whitewater undergraduate coursework? The description here might address, but need not necessarily restrict itself to, such issues as:

- What are additional presentation/project requirements?
- How many additional hours will graduate students spend on specific issues?
- How are students encouraged to examine/practice/witness the application of theory?

Intensity

How do the course requirements reflect a more intensive level of study and greater academic/intellectual rigor than UW-Whitewater undergraduate coursework? The description here might address, but need not necessarily restrict itself to, such issues as:

- How are the graduate-level assignments different than their undergraduate counterparts?
- How does the complexity of the material differ from that of the undergraduates?
- How are the processes and standards of evaluation different for graduates and undergraduates?

Process (Pedagogical Design)

How does the course design promote more individual interaction with the professor(s), more self-directed learning, and greater use of campus learning resources than UW-Whitewater undergraduate coursework? The description here might address, but need not necessarily restrict itself to, such issues as:

- What is the nature of outside-of-class activities required of graduate students? How do research expectations differ for graduate and undergraduates?

Curricular Policies and Procedures for Post-Baccalaureate and Post-Master's Certificate Programs

Introduction

The School of Graduate Studies at the University of Wisconsin-Whitewater will provide an administrative structure to support graduate certificate programs at the post-baccalaureate and the post-master's levels. These programs are intended to complement the broad range of degree and licensure programs already available at the University of Wisconsin-Whitewater. Certificate programs will provide opportunities for practitioners to further specialize in areas of value to their respective fields. Certificates may represent stand-alone programs designed to provide specialties that enhance an undergraduate degree, they may be earned in the process of fulfilling graduate degree requirements, or they may symbolize specialties gained after the completion of a master's degree.

Graduate certificates are awarded by individual academic departments, and are not considered an academic degree by the University. As such, individuals completing graduate certificates are not eligible for participation in commencement activities.

General Policy Requirements

1. A graduate certificate program must require a student to complete no fewer than 9 graduate credits, and require no more than 18 graduate credits.
2. A maximum of 40% of the credit hours towards any certificate program may be accepted as transfer credits.
3. Students who are currently enrolled in the Graduate School and who wish to pursue approved graduate certificate programs must apply for admission to such programs before one-half of the required credits are completed.
4. Students pursuing a graduate certificate will be required to meet the same requirements as those defined for degree-seeking students (e.g. admitted to the Graduate School either in good standing or on probationary basis; to complete a certificate program, a student must be in good standing).
5. Proposals for programs may be adopted for an indefinite time period, or for a period of a specific number of years (a sunset clause). If the program is approved for a fixed period, unless a program review specifically recommends its continuation (which may be for an indefinite period or for an additional fixed period), the program is discontinued at the end of the period.
6. All graduate certificate programs will be reviewed within the course of the regular graduate-level Audit & Review process.

Special Course Definitions and Descriptions

Definition

Courses numbered in the 690s and 790s are “special” courses. Special courses include those not offered on a regular basis: those whose themes/contents vary significantly with each offering; those whose scheduling requires flexibility beyond normal curriculum procedures; those involving applied or practical experiences that vary student-to-student and/or term-by-term; and those pursued on an individual or independent schedule.

Courses offered in the 690s and 790s and considered “special” include:

- 690 Workshop (group activity)
- 691 Travel Study (group activity)
- 694 Seminar (group activity)
- 696 Special Study (group activity)
- 790 Workshop (group activity)
- 793 Practicum (individual focus)
- 796 Special Studies (group activity)
- 798 Independent Study (individual focus)
- 799 Senior Thesis/Senior Project (individual focus)

Descriptions

690 and 790 Workshop: Group activity oriented presentations emphasizing “hands on” and participatory instructional techniques. Workshops have as their primary goal the imparting of either a specialized knowledge base regarding an instructional strategy or method or a specific skill. Presentations that are more broadly based in content or that emphasize intensive study and/or research procedures are not to be offered under a workshop number or title.

691 Travel Study: Group activity. A planned group excursion involving extensive academically-focused travel (primarily, though not exclusively, foreign) for which credit is generated.

694 Seminar: Group activity. An advanced course of study in a defined-subject area emphasizing small groups in intense study with a faculty member.

696 and 796 Special Studies: Group activity. Not offered regularly in the curriculum but which is offered on topics selected on the basis of timeliness, need and interest, and generally in the format of regularly scheduled bulletin offerings. The same topic may be offered a maximum of three times under one of these numbers, after which the topic can only be offered by creating a regular course offering through the curriculum process.

793 Practicum: Individual activity. Provides planned practical experience in a prescribed area with an agency and under the supervision and cooperative direction of a faculty and agency person.

798 Individual Studies: Individual activity. Pursued in an area of special interest for a variable number of credits under the sponsorship of an interested faculty member and with a minimum of external guidance.

NOTE: Regular courses offered on an independent study basis to one or two students in a given term must be listed as 798. The title of the 798 may indicate the content/title from the regular course.

799 Thesis Research: Guided investigation of an approved thesis topic. Students may receive credit for research activities planned in conjunction with their advisers and leading to the completion of a master's degree.

Curricular Procedures

For 690 and 790, 691, 694, and 696 and 796 courses, a new CourseLeaf [Course Form](#) must be completed and approved each time one of these courses is offered.

The following courses exist for all departments: 793, 798, and 799. No curricular action is required to implement these courses. . If changes are to be made to these courses, the department would change the shell of the course already in Course Inventory Management by using the [Course Form](#). This change would go through as course revision.

Please contact the Provost's Office at x1055 with any questions.

Travel Study Courses

Travel Study Program Policy Statement

The University of Wisconsin-Whitewater affirms the vital role of travel study courses in the total UW-Whitewater education abroad experience. It recognizes that the academic content and quality of travel study programs are primarily the purview of the faculty members who teach and lead the courses. The role of the Office of Global Experiences in travel study programs is to coordinate limited resources in an efficient manner, particularly as it relates to travel study program fiscal oversight. The Office of Global Experiences provides logistical, budgetary, and program management support for all UW-W travel study programs. Travel study programs are self-supporting activities that require continuous budgetary planning and fiscal oversight.

Travel Study Program Delivery Periods

Travel study courses may be offered in any of the following semesters: Fall, Spring, Winterim and Summer. Most UW-Whitewater travel study courses are offered in either Fall or Spring term with travel abroad in December-January and May-June, respectively.

Travel study courses offered on-load in either the Winterim or Summer term may result in additional program costs associated with travel study faculty compensation rates.

Travel Study Faculty Compensation

UW-Whitewater has adopted a travel study compensation policy so as to equitably and fairly compensate teaching faculty and instructional academic staff who offer travel study courses off-load in either the Fall or Spring terms. For more information about this policy, please contact the Office of Global Experiences.

Credit Programs

A minimum twelve to fifteen month planning period and a draft budget are recommended when planning all new travel study programs. Marketing and implementation of travel study courses requires significantly more lead time than most traditional or special courses taught on campus.

Travel study courses are expected to meet the same academic rigor as all UW-Whitewater credit-bearing courses. Special course curriculum proposals are to be submitted in the prior academic year to allow for review and approval according to the Graduate Council approved curricular schedule.

Non-Credit Programs

UW-Whitewater no longer supports non-credit travel study courses within the travel study program.

Audit Status

Travel study program opportunities are facilitated primarily for degree-seeking UW-Whitewater students. The Office of International Education and Programs will consider participation by community members on a case-by-case audit basis only (read: not for credit option). At no time will a UW-Whitewater travel study participant be displaced because of the participation of a community member. Students enrolled at other colleges and universities but who wish to participate in a UW-Whitewater travel study course will not be accepted in a travel

study course on an audit basis. UW-Whitewater faculty and academic staff may participate in the travel study program under the audit guidelines noted above.

Other Programs

Regular UW-Whitewater courses or other campus offerings which involve travel abroad but that do not fall under the umbrella of the traditional travel study program will not be subject to the same approval procedures noted above; however, these other activities should be brought to the attention of the Office of International Education and Programs well in advance of implementation or travel abroad. Student exchanges and semester or year abroad programs are administered by the Office of International Education and Programs and are not covered by the above policy.

Health Insurance

All travel study program participants must purchase UW-System mandated health insurance via the Office of International Education and Programs. UW-Whitewater faculty and staff who participate in a travel study program will be covered under the UW-System MEDEX comprehensive health insurance policy for travel abroad.

For information about International travel study program guidelines, please contact:

The Global Experiences Coordinator at Ext. 5178

For information about Domestic travel study program guidelines, please contact:

The Domestic Travel Coordinator at Ext. 1003

For information about travel study curricular requirements, please contact:

The Provost's Office at Ext. 1055

The travel study course proposal is to be submitted on the CourseLeaf [Course Form](#).

Policies on Course Offerings

Course Advertising

No course of instruction shall be advertised, listed, or offered for student registration, nor shall any contractual obligations pertaining to such courses be made prior to the complete and final approval of the Provost's Office. Any course which has not received complete and final approval by the Faculty Senate by one week prior to the beginning date of registration for the succeeding semester cannot be offered in the succeeding semester except by special approval of the Registrar.

In the case of special courses (e.g., workshops, seminars, special studies), student registrations may not occur until such time as the special course proposal has been recorded officially by the Provost's Office and has completed the prescribed special courses implementations procedures.

For approval deadlines, please use the [Curricular Schedule](#).

Course Cancellation

Once student registrations have been accepted for a section of a university course and upon a subsequent cancellation of that course section by the University prior to the first scheduled meeting, it is the policy of the University of Wisconsin-Whitewater to attempt to notify each registered student of such cancellation. It shall be the responsibility of the primary instructional unit (department) of the course to attempt such notification.

Currency of Bulletin Offerings

SOURCE: *Office of the Provost and the Registrar's Office*

Courses which have not been offered for the four calendar years immediately preceding the issuance of a new catalog shall be dropped from the list of approved courses. The term "offered" is defined as:

1. An undergraduate course wherein there has been actual enrollment and wherein instruction has occurred; **or**
2. A graduate course wherein there has been actual graduate enrollment and wherein instruction has occurred; **or**
3. A course which during the semester immediately preceding bulletin issuance has been scheduled for registration.

Exceptions to this undergraduate policy must be approved by the Provost's Office. Requests for exceptions must be on the CourseLeaf [Course Form](#) and accompanied by an updated course syllabus.

Course Meeting Times

Courses shall not be offered for more than one credit per week. Only dual and cross-listed courses may meet at the same time in the same place. Exceptions may be considered upon written request with sound rationale and must be approved by the dean(s) of the college(s) offering the courses and the Provost's Office. Exceptions involving a graduate level course also must be approved by the Dean of Graduate Studies. Legitimate exceptions include courses with primarily individualized instruction in a single and particular activity, provided class sizes are limited to assure quality. In general, a course at the graduate level will not be allowed to meet with one that is not offered for graduate credits unless the courses are dual-listed or there are a significant number of class sessions scheduled exclusively for graduate students. In no case shall a student be allowed to enroll simultaneously in more than one of the courses meeting at the same time in the same place.

Credits, Contact Hours, and Teaching Formats

Credits and Contact Hours

A minimum of 800 minutes (16, 50-minute hours) in the classroom with the instructor equals one credit of class time. Out-of-class work must be included and must total a minimum of 1,600 minutes per credit (32, 50-minute hours). The credits/hours can be offered in a variety of formats. Classes should be scheduled so that students have adequate out-of-class study time. Courses offered in non-conventional time configurations must identify, in the course proposal, a timeframe to accommodate a minimum of 800 minutes of direct contact and a minimum of 1,600 minutes of out-of-class work for each credit offered.

Exceptions may be considered upon written request with sound rationale and must be approved by the dean of the college offering the course, the Dean of Graduate Studies if the course is a graduate course, and the Provost and Vice Chancellor for Academic Affairs.

Labs, Tutorials, and Internships

All laboratories should meet for a minimum of 1,600 minutes per credit; within and without-of-class work must total a minimum of 2,400 minutes per credit.

Tutorials, including private instruction, and independent study courses may vary in times of contact, but still require the minimum total time of 2,400 minutes per credit.

Internships require a minimum of 3 hours of “work” per week per credit, based on the definition that regular courses are figured at 800 minutes of class time plus 1,600 minutes of out-of-class work per credit. “Work”, in this case, can be a combination of the internship employment and class/homework (paper writing, etc.) time. The number of hours for internship is the same as the number required for regular courses.

Guidelines for Online Courses

For courses offered partially or completely as web-based courses, UW-Whitewater’s Policy on Teaching Formats stipulates that there should be a minimum of 800 minutes per credit, plus the provision for at least 1600 minutes of preparation and other extra-classroom activity. Courses taught partially or completely online are expected to demonstrate how they provide the opportunities for students to spend the equivalent of 2400 minutes engaged in learning activities per credit. Accordingly, course proposers should give an expected time allocation for the course activities. For example, a course might include some of the following:

- 1500 minutes of reviewing videos, lectures, and Power Point presentations online
- 500 minutes of required group discussions
- 2500 minutes reading course materials
- 2500 minutes writing papers
- 500 minutes taking course examinations

CourseLeaf Curriculum Proposal Forms

Links to all forms, as well as the *CourseLeaf End User Manual*, can be found on the UWW [CourseLeaf](#) webpage. The *CourseLeaf End User Manual* contains instructions for completing CourseLeaf forms, as well as information on who to contact for assistance. If you have any questions regarding the CourseLeaf forms or procedures, or if you would like a consultation before completing any forms, please feel free to contact the Provost's Office at x1055.

Note: Failure to complete forms properly may result in the proposal being returned for resubmission.

[Course Form](#) (new course, special course, course revision, course description change, contact/credit hour change, general education option, diversity option, grade basis change, repeatability change, add/change cross-listing, course deactivation, number change, pre-requisite change, title change, currency of bulletin, other)

[Program Form](#) (new degree, major, or submajor; change in degree, major, or submajor)

[Other Request Form](#) (other curricular action, administrative action)

Consultation Signature Page

At the bottom of the Program and Course Forms, there is a *Save Changes* button. Use it often!

Useful web sites for the curricular process

University Curriculum Committee	http://www.uww.edu/acadaff/facstaff/ucc
Undergraduate & Graduate Catalogs	http://www.uww.edu/registrar/catalogs/index.html
Registrar's Policies	https://www.uww.edu/registrar/policies
Sample AARs	https://www.uww.edu/registrar/sample-aars
Curriculum Schedule	https://www.uww.edu/acadaff/facstaff/curricular-and-advising-calendar

List of Subject Areas by College

Updated 03/10/2020

Interdisciplinary	Arts & Communication	Business & Economics	Education	Letters & Sciences	Integrated Studies
CORE	ACINDP	ACCOUNT	CIBME	ABT	AIS
DEVLPED	ARTHIST	BEINDP	CIFLD	AFRIAMR	ANT
GENED	ARTMULTI	CYBER	CIGENRL	AMERIND	ART
HONORS	ARTSTDIO	ECON	COACHING	ANTHROPL	AST
INTRAUNV	COMM	FNBSLW	COMDIS	ARABIC	BIO
MCS	DANCE	ITBE	COUNSED	ASIANAM	BUS
MISC	JOURNLSM	ITSCM	EARLYCHD	ASIANSTD	CHE
SCIBUS	MAGD	MANGEMNT	EDFNDPRC	ASL	CHI
STDYABRD	MUSC	MARKETNG	EDFOUND	ASTRONMY	CPS
	THEATRE	SAFETY	EDUNIDP	BIOLOGY	CTA
		SCHBUSMG	ELEMMID	CHEM	ECO
			HEALTHED	CHICANO	EDU
			LDRSHP	CHINESE	EGR
			LIBMEDIA	COMPSCI	ENG
			MUSED	CRIMJUS	FRE
			PEFIELD	CYBER	GEO
			PEGNRL	ENGLISH	GER
			PEPROF	ENVSCI	GLG
			READING	ESL	GSW
			RECREATN	FILM	HES
			SECNDED	FORNLANG	HIS
			SPECED	FRENCH	INS
			SPECFLD	GEOGRPY	INT
				GEOLGY	ITA
				GERMAN	LEA
				HISTRY	LEC
				HMONG	MAT
				INTRNAR	MLG
				JAPANESE	MUA
				LATINX	MUS
				LSINDP	PHI
				LIBST	PHY
				MATH	POL
				PAX	PSY
				PHILSPHY	REL
				PHYSCS	SOC
				POLISCI	SPA
				PSYCH	UWX
				PUBHLTH	
				STAT	
				RACEETH	
			Letters & Sciences	RELISGST	
			SPANISH	RUSSIAN	
			WOMENST	SOCIOLGY	
			WRLDLANG	SOCWORK	