**Curriculum Handbook – Part 1 Undergraduate**

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**UNDERGRADUATE CURRICULUM FLOW CHART**

Registrar’s Office

Other Affected Departments

(FYI)

Proposer

Department/Department Chair

(Approval Required)

College Curriculum Committee

(Approval Required)

Other Committee

Diversity

General Education

(Recommendation)

University Curriculum Committee\*

(Approval Required)

Faculty Senate\*

(Approval Required)

Provost Office

(Approval Required)

Registrar

**(\*meeting dates are indicated on the** [***Curricular Schedule***](https://www.uww.edu/acadaff/facstaff/curricular-and-advising-calendar)**.)**

**Undergraduate Curriculum  
Approval Procedures Matrix**

**Updated on 9/11/2014 bp**

All undergraduate curriculum approval procedures not mandated by UW System or the Board of Regents are determined by the University Curriculum Committee and the Faculty Senate.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Form** | **Action** | **Dept** | **CCC** | **Dean** | **DV/GE** | **UCC** | **Senate** | **UWS** | **Regent** | **Comments** |
| PF | New degree | r | x | x |  | x | x | x | i | A, B |
| PF | New major | x | x | x |  | x | x | x | i | A, B |
| PF | New submajor (e.g. minor) | x | x | x |  | x | x | i | i | C |
| PF | Change in degree requirement(s) | r | x | x |  | x | x | (x) | (i) | D, E, G |
| PF | Change in major | x | x | x |  | x | x | (x) | (i) | E, G |
| PF | Change in submajor | x | x | x |  | x | x | (i) | (i) | G |
| PF | Deletion of a major | x | x | x |  | x | x | (x) | (i) | E, G |
| PF | Deletion of a submajor | x | x | x |  | x | x | (i) | (i) | G |
| CF | New course | x | x | x |  | x | x |  |  | F, H, I |
| CF | Dual-listing (grad #) | x | x | x |  |  |  |  |  | F, H |
| CF | Contact hour change | x | x | x |  | x | x |  |  | G, I |
| CF | Course revision | x | x | x |  | x | x |  |  | G, H, I |
| CF | Credit change | x | x | x |  | x | x |  |  | G, I, N |
| CF | Diversity option | x | x | x | r | x | x |  |  | M, I |
| CF | Gen. Ed. Option | x | x | x | r | x | x |  |  | L, I |
| CF | Grade Basis | x | x | x |  | x | x |  |  | G |
| CF | Repeatabilitychange | x | x | x |  | x | x |  |  | G |
| CF | Course deletion | x | x | x |  | x | x |  |  | G, I, J, K |
| CF | Number change/cross-listing | x | x | x |  | x | x |  |  | G, I, O |
| CF | Prerequisites change | x | x | x |  | x | x |  |  | G, I |
| CF | Title change | x | x | x |  | x | x |  |  | G, I |
| CF | Course description change | x |  | x |  |  |  |  |  | G, I, P |
| CF | Gen. Ed. Requirement |  | x | x | x | x | x |  |  | Q |
| CF | License matters |  |  |  |  |  |  |  |  | R |
| CF | Special courses | x |  | x |  | i | i |  |  | S |
| CF | Travel study courses | x |  | x |  | i | i |  |  | S |
| OF | Administrative actions | r | i | x |  | **i** | **i** | (i) |  | T |
| CF | Continuation of an Inactive Course | r |  | x |  | i | i |  |  |  |

**Approval of Matrix by UCC on April 25, 2014**

**Heading Codes: Matrix Codes:**

CCC College Curriculum Committee x Action item

DV Diversity Curriculum Committee i Information item\*

GE General Education Review Committee r Response or recommendation, but no approval

UCC University Curriculum Committee ( ) AVC determines whether submission to UWS is required

Senate Faculty Senate **i** Action or information item, depending on the content of   
UWS University of Wisconsin System the proposal

Regent Board of Regents PF Program Form

CF Course Form

OF Other Request Form

**Note:** Curriculum items identified as “i” are to be listed on an agenda with the indication (information only). Such items are to be included in the published agenda for purposes of receiving and recording. However, it must be understood that, upon request, any item (except an administrative action) may be removed from the list of information items and be subject to individual approval or rejection.

**(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.

1. During planning and priority-setting stages of long range planning, the several curriculum committees should be kept informed of proposed new programs and priorities.
2. Appropriate UW System Administrative Policy 102 procedures are to be coordinated with the Provost’s Office.
3. 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.
4. 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.
5. 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.
6. 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 10.)  
   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.
7. **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 10.)
8. 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 11.) 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. (See ***Graduate Curriculum Handbook***.)
9. All proposals relating to non-departmentally based university-wide courses (INTRAUNV prefixes except General Education CORE courses and those offered through specific departments) are to be sent directly to the UCC. Before consideration by the UCC, the Provost’s Office notifies the all college deans of the proposals; the deans have five class days to request consultation (See ***Consultation Procedure*** on page 10.) Consultation must be completed prior to consideration by the UCC. If concerns are not resolved, a written statement of concerns will be presented to the UCC 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 UCC for approval.
10. Courses, other than those numbered in the 290s and 490s, 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.
11. ALL course deletions require consultation with any other program(s) affected.
12. All courses proposed for inclusion in general education are submitted to the General Education Review Committee after approval by the CCC and **before** being sent to the UCC. Each course proposal must identify specifically only one appropriate General Education category. All inclusions and exclusions of courses from General Education must specify the academic term, which will determine whether the course is or is not credited as a General Education course on a student’s record.
13. All courses proposed for diversity designation are submitted to the Diversity Curriculum Committee after approval by the CCC and **before** submission to the UCC. All inclusions and exclusions of courses from Diversity must specify the academic term, which will determine whether the course is or is not credited as a Diversity course on a student’s record.
14. 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).
15. 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:
16. If two or more courses are combined into one, a different number must be used for the new course.
17. If one course is subdivided into two or more courses, a new number must be assigned to each**.**
18. If a course is deleted or re-numbered, the former course number cannot be used for at least ten years.
19. **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.
20. Any revision of General Education is submitted using the Other Request form, and must follow these guidelines:
21. Proposals to change General Education requirements should be initiated through the General Education Review committee.
22. Proposed changes must be presented to each CCC for recommendations (not approval or disapproval).
23. A revision of General Education requires an affirmative vote from a minimum of two members of the UCC from each of the colleges. Inclusion/exclusion of individual breadth courses in General Education does not constitute a revision of the program and requires only a majority vote.
24. To effectively involve the University Licensure Officer with those university curricular actions dealing with DPI and other state licensure provisions, the University Licensure Officer:
25. 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).
26. 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.
27. 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.
28. 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.
29. 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.
30. Special Courses are those numbered in the 290s and 490s. Proposals for these courses are submitted using the Course form. (See ***Special Course Definitions and Descriptions*** beginning on page 12.)
31. 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.
32. Undergraduate curricular approval/disapproval decisions by college curriculum committees or college deans may be appealed to the UCC. These appeals may be made by resubmitting the proposal, along with a cover letter explaining the rationale for the appeal, to the UCC and, if unsuccessful with the UCC, to the Faculty Senate.

**CourseLeaf Workflow for Undergraduate Proposals**

1. The chair of the department approves the proposal, indicating departmental support/approval.
2. **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.
3. **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.
4. The curriculum impact review and consultation take place **if** required/requested.
5. The proposal is submitted to the sponsoring department’s CCC. The chair of the College Curriculum Committee(s) approves the proposal to indicate committee approval.
6. 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.
7. The College dean(s) approves the proposal to indicated college support/approval.
8. If a course is to be considered for General Education credit, the proposal is submitted to the chair of the General Education Review Committee after approval by the CCC and **before** submission to the UCC. If the General Education Review Committee recommends General Education designation, the chair of the General Education Review Committee approves the proposal. If the General Education Review Committee does not recommend general education designation, the chair of the committee:
9. Rolls the proposal back to the sponsor to request additional information (such a request should be specific and detailed); or
10. Attaches a statement to the proposal from the General Education Review Committee detailing why the committee does not recommend the course for General Education designation, and then approves the proposal.

For more information on the requirements for General Education designation, see pages 16 – 17.

1. If a course is to be considered for the diversity requirement, the proposal is submitted to the chair of the Diversity Curriculum Committee after approval by the CCC and **before** submission to the UCC. If the Diversity Committee recommends Diversity designation, the chair of the Diversity Committee approves the proposal. If the Diversity committee does not recommend Diversity designation, the chair of the committee:
2. Rolls the proposal back to the sponsor to request additional information (such a request should be specific and detailed); or
3. Attaches a statement to the proposal from the Diversity Curriculum Committee detailing why the committee does not recommend the course for Diversity designation, and then approves the proposal.

For more information on the requirements for Diversity designation, see page 18.

1. The proposal is submitted to the UCC. The chair of the University Curriculum Committee approves the proposal to indicate committee approval.
2. The proposal is submitted to the Faculty Senate as a part of the UCC transmittal. The chair of the Faculty Senate approves the proposal to indicate senate approval.
3. The proposal is submitted to the Provost’s Office. The Provost’s Office approves the proposal.
4. 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.
5. 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](https://uww-next.courseleaf.com/programadmin/).

**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 UCC.
7. The results of each consultation must be recorded (support, oppose, no contest) on the [*consultation signature page* or via email exchange.](http://www.uww.edu/acadaff/facstaff/courseleaf) 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/UCC as defined above.
8. If the concerns have not been resolved prior to submission to the CCC/UCC, the chair of the CCC/UCC 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/UCC for consideration. A final appeal for undergraduate courses may be made at the Faculty Senate level.

**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?

**Special Course Definitions and Descriptions**

**Definition**Courses numbered in the 290s and 490s 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 290s or 490s and considered “special” include:

* 290 or 490 Workshop (group activity)
* 291 or 491 Travel Study (group activity)
* 492 Field Study (individual focus)
* 293 or 493 Internship (individual focus)
* 294 or 494 Seminar (group activity)
* 296 or 496 Special Study (group activity)
* 298 or 498 Independent Study (individual focus)
* 298R or 498R Undergraduate Research Independent Study (individual focus)
* 499 Senior Thesis/Senior Project (individual focus)

**Descriptions**  
**290 or 490 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.

**291 or 491 Travel Study:** Group activity. A planned group excursion involving extensive academically-focused travel (primarily, though not exclusively, foreign) for which credit is generated.

**492 Field Study:** Individual activity. Focuses on gathering of information and data from sources broader than a classroom or laboratory, often involving off-campus investigation and study.

**293 or 493 Internship:** 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.

**294 or 494 Seminar:** Group activity. An advanced course of study in a defined-subject area emphasizing small groups in intense study with a faculty member.

**296 or 496 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.

**298 or 498 Independent Study:** 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, or to one or two students in a given term must be listed as 298 or 498. The title of the 498 may indicate the content/title from the regular course.

**298R or 498R Independent Study:** Individual activity. Provides an option for the Undergraduate Research Program or as recommended by faculty requiring a strong research plan or project in which the student has an independent/leadership role. Departments are charged with determining what activities do and do not meet the spirit of 498R activities for their majors.

**499 Senior Thesis/Senior Project:** Individual activity. Guided investigation of an approved senior or major honors level topic or project planned in conjunction with department advisers.

**Curricular Procedures**

For 290, 291, 294, 296, 490, 491, 494, and 496 courses, a new [Course Form](https://uww-next.courseleaf.com/courseadmin/)must be completed and approved each time one of these courses is offered.

The following courses exist for all departments: 293, 298, 298R, 492, 493, 498, 498R, and 499. 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](https://uww-next.courseleaf.com/courseadmin/). 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 UCC 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](https://uww-next.courseleaf.com/courseadmin/).

**Philosophy of General Education**

General Education is the foundation for all university degrees. It gives breadth and balance to a university degree and defines an educated person. General Education:

1. Provides students with the skills and proficiencies needed to succeed academically;
2. Exposes students to core knowledge and concepts of the Arts, Humanities, Mathematics, and Natural and Social Sciences;
3. Provides a diversity of viewpoints, ensuring that students gain familiarity with the art, literature, philosophy, and institution of our own and other cultures;
4. Hones the students’ thinking and communication skills as they confront the complex issues of historical and contemporary times and attempt to understand trends and problem; and
5. Encourages students to cultivate new interest so as to engage in lifelong learning.

Education for the professions needs to be built upon this base. University graduates need to see the social and historical context of their chosen profession to help them understand the reciprocal interaction of profession, society and daily lives. Career opportunities now and in the future will require individuals who can actively respond to changing work environments, continue to learn and grow, and work cooperatively with the people of diverse backgrounds. The broad exposure provided by the general education program facilitates informed career decisions in college and better equips individuals to respond to evolving personal aspirations and changing career opportunities.

**Goals of General Education at UW-Whitewater**

The goals of general education are to enable students to:

1. Think critically and analytically, integrate and synthesize knowledge, and draw conclusions from complex information.
2. Make sound ethical and value judgments based on the development of a personal value system, an understanding of the cultural heritage students share, and a knowledge of past successes, failures, and consequences of individual roles and societal choices.
3. Understand and appreciate the cultures of the U.S.A. and other countries, both contemporary and historical; appreciate cultural diversity; and live responsibly in an interdependent world.
4. Acquire a base of knowledge common to educated persons, the capacity to expand that base over their lifetime by understanding the way that knowledge is generated, organized, tested, and modified, while recognizing the past and current limits to understanding.
5. Communicate effectively in written, oral, and symbolic form with an appreciation of aesthetic and logical considerations in conveying ideas.
6. Understand the natural and physical world; the process by which scientific concepts are developed, tested, and modified, and the reliability and limitations of scientific knowledge.
7. Appreciate the importance of the fine and performing arts.
8. Develop the mathematical and quantitative skills necessary for calculation, analysis, and problem solving and the ability to use a computer when appropriate.
9. Understand the factors and habits that are essential for continual mental and physical health and well-being, and evaluate the information and advice offered on these topics.

**Communication and Calculation Skills:**  12-14 credits or appropriate waivers required

1. Communication Skills
2. ENGLISH 100 Intensive College Writing And Reading 4 credits  
    **(or)** ENGLISH 101 College Writing and Reading 3 credits or credits by exam
3. ENGLISH 102 College Writing, Reading, & Research 3 credits
4. COMM 110 Introduction to Public Speaking 3 credits or waiver
5. Calculation Skills
6. MATH 139 Quantitative Reasoning 3 credits or waiver  
    **(or)** MATH 140\* Mathematical Ideas 3 credits or waiver  
    **(or)** MATH 142 College Algebra 4 credits or waiver

(\* Math 140 is intended only for students who will not have to take additional math for their major, minor, or degree requirements.)

**University General Education Requirements (effective Fall 1994):** 32 units required

1. Quantitative and Technical Reasoning (7-11 units)
2. Select a 4-5 unit lab science designated GL
3. Select 3-6 units of science, math, or computer science designated as GL, GM, GN, or GQ from at least one discipline other than the lab science used in area A1 (astronomy, biology, chemistry, computer science, geology, LSINDP, physical geography, math, physics)
4. Cultural Heritage (6 units)
5. CORE 110 World of the Arts
6. CORE 390 World of Ideas (requires junior standing)
7. Communities (6 units)
8. CORE 130 Individual and Society
9. CORE 140 Global Perspectives or CORE 120 Historical Perspectives
10. Physical Health and Well-Being (1 unit)
11. PEGNRL 192 Personal Health and Fitness for Life
12. Electives (8-12 units to bring total to 32 units)
13. Additional electives designated GA, GE, GG, GH, GI, GS, or GW; no more than one course from any one academic area may be counted. Exception: Two GP or GW courses may be used for a maximum of one unit of GP or GW electives.

**For Pre-1994 University General Education Requirements, please contact the Office of the Assistant Dean of the College of Letters & Sciences or the Provost’s Office.**

**Goals of Diversity at UW-Whitewater**

U.S. Racial/Ethnic Diversity Course Guidelines 2014

In 1988, the UW System instituted a Diversity three-credit graduation requirement for undergraduate students. This requirement was later continued in The University of Wisconsin System Plan 2008. Courses that examine historically underrepresented U.S. racial/ethnic groups meet this Diversity requirement. Historically underrepresented refers to groups who have been denied equitable access to education, employment, housing, etc., and/or suffered past institutional discrimination in the United States. In addition, their contributions to United States history have not been fully or accurately included in mainstream school curricula. Within the University of Wisconsin System context, this refers to African American, Latinx American, Asian American, and Native American groups. At the UWW campus this requirement is referred to as U.S. Racial/Ethnic Diversity.

A U.S. Racial/Ethnic Diversity course will meet objectives 1 – 3 and at least one of 4 or 5 below:

1. Examine how the interactions and contributions of at least one historically underrepresented racial/ethnic group have shaped and continue to shape United States society.
2. Relate the core of the course content to at least one historically underrepresented racial/ethnic group within the United States.
3. Examine how the cultural practices of at least one historically underrepresented racial/ethnic group in the United States are expressed and how a group’s differences in relation to the majority group and/or other minority groups evolve, overlap, and intersect in a variety of contexts, and how the key diversity concepts of power and privilege, and access, impact one’s life and the lives of others.
4. Engage students to participate in multicultural activities (for example, travel study, guest speakers, experiential learning) of historically underrepresented racial/ethnic groups of the United States.
5. Foster the skills and abilities of students which demonstrate intercultural competence. These may include the ability to reflect on one’s own perspectives, to relate to and empathize with others whom we perceive as different from ourselves, and to use appropriate language and behavior while interacting across differences among historically underrepresented racial/ ethnic groups within the United States.

**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***](https://www.uww.edu/acadaff/facstaff/curricular-and-advising-calendar).

**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*

Courseswhich 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](https://uww-next.courseleaf.com/courseadmin/) 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**](http://www.uww.edu/acadaff/facstaff/courseleaf) **Curriculum Proposal Forms**

Links to all forms, as well as the ***CourseLeaf End User Manual***, can be found on the UWW [CourseLeaf](https://www.uww.edu/acadaff/facstaff/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**](https://uww-next.courseleaf.com/courseadmin/) (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**](https://uww-next.courseleaf.com/programadmin/) (new degree, major, or submajor; change in degree, major, or submajor)

[**Other Request Form**](https://uww-next.courseleaf.com/miscadmin/) (other curricular action, administrative action)

[**Consultation Signature Page**](http://www.uww.edu/acadaff/facstaff/courseleaf)

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

**Useful Websites 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 |  |

**Curriculum Handbook – Part 2 Graduate**

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**GRADUATE CURRICULUM FLOW CHART**

Registrar’s Office

Other Affected Departments

(FYI)

Proposer

Department/Department Chair

(Approval Required)

College Curriculum Committee

(Approval Required)

Graduate Council\*

(Approval Required)

Provost Office

(Approval Required)

Registrar

**(\*meeting dates are indicated on the** [***Curricular Schedule***](https://www.uww.edu/acadaff/facstaff/curricular-and-advising-calendar)**.)**

**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: Matrix Codes:**

CCC College Curriculum Committee x Action item  
UWS University of Wisconsin System i Information item  
Regent Board of Regents 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.

1. During planning and priority-setting stages of long range planning, the several curriculum committees should be kept informed of proposed new programs and priorities.
2. Appropriate UW System Administrative Policy 102 procedures are to be coordinated with the Provost’s Office.
3. 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.
4. 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.
5. 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.
6. 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.
7. **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.)
8. 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.
9. 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.
10. 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.
11. ALL course deletions require consultation with any other program(s) affected.
12. 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).
13. 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:
14. If two or more courses are combined into one, a different number must be used for the new course.
15. If one course is subdivided into two or more courses, a new number must be assigned to each**.**
16. If a course is deleted or re-numbered, the former course number cannot be used for at least ten years.
17. **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.
18. To effectively involve the University Licensure Officer with those university curricular actions dealing with DPI and other state licensure provisions, the University Licensure Officer:
19. 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).
20. 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.
21. 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.
22. 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.
23. 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.
24. 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.)
25. 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.
26. 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**

1. The chair of the department approves the proposal, indicating departmental support/approval.
2. **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.
3. **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.
4. The curriculum impact review and consultation take place **if** required/requested.
5. 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.
6. 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.
7. The College dean(s) approves the proposal to indicated college support/approval.
8. The proposal is submitted to the Graduate Council. The chair of the Graduate Council approves the proposal to indicate committee approval.
9. The proposal is submitted to the Provost’s Office. The Provost’s Office approves the proposal.
10. 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.
11. 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](https://uww-next.courseleaf.com/programadmin/).

**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.](http://www.uww.edu/acadaff/facstaff/courseleaf) 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 less 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](https://uww-next.courseleaf.com/courseadmin/) 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](https://uww-next.courseleaf.com/courseadmin/). 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](https://uww-next.courseleaf.com/courseadmin/).

**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***](https://www.uww.edu/acadaff/facstaff/curricular-and-advising-calendar).

**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*

Courseswhich 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](https://uww-next.courseleaf.com/courseadmin/) 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**](http://www.uww.edu/acadaff/facstaff/courseleaf) **Curriculum Proposal Forms**

Links to all forms, as well as the ***CourseLeaf End User Manual***, can be found on the UWW [CourseLeaf](https://www.uww.edu/acadaff/facstaff/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**](https://uww-next.courseleaf.com/courseadmin/) (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**](https://uww-next.courseleaf.com/programadmin/) (new degree, major, or submajor; change in degree, major, or submajor)

[**Other Request Form**](https://uww-next.courseleaf.com/miscadmin/) (other curricular action, administrative action)

[**Consultation Signature Page**](http://www.uww.edu/acadaff/facstaff/courseleaf)

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**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 |  |

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