Important 2020-2021 dates for Course or Program Approvals

This document provides upcoming CALS course and program proposal deadlines to ensure your course and program proposals are in upcoming Guide (guide.wisc.edu) publications.

Guide is UW-Madison’s official publication that conveys information about courses, majors, and certificates. All courses, major requirements, and certificate requirements published in Guide are formally approved by the program/department, then the College, and finally the University. Guide is the final product of all governance changes approved through Lumen Courses, Lumen Programs, and Lumen Structures. Informally, Guide is considered the “single source of truth” regarding all academic requirements.

Guide is published annually in June for the upcoming academic year. There are also two “mid-cycle” updates to Guide in October (Spring semester update) and January (Summer term update). The shared governance structure at UW-Madison ensures our courses and programs are vetted and reviewed to provide our students with a world-class education. The process requires advanced planning, however.

Please contact Megan Ackerman-Yost megan.ackermanyost@wisc.edu with questions about your proposals, the Lumen proposal system, or deadlines.

COURSE APPROVALS

Recommended deadlines for submission to CALS (after department approvals):

| Courses effective Summer 2021 | October 6, 2020 |
| Courses effective Fall 2021  | December 1, 2020 |
| Courses effective Spring 2022 | March 9, 2021 |

Once course proposals are submitted to CALS they will be reviewed by the CALS Curriculum Committee and then the University Curriculum Committee.

These recommended deadlines allow time for:
- Small revisions or changes in the proposal, including missing syllabus components (https://kb.wisc.edu/vesta/page.php?id=77498)
- Questions from any governance committee that require follow-up information
- Cross-listed college approvals (note: cross-listing courses is rarely recommended)
- Additional committee review (e.g., General Education attributes, L&S credit)

The recommendations assume that revisions will be provided by the proposer within several days. We highly recommend following these recommended deadlines to guarantee your course proposal is included in the desired Guide update (fall, spring, or summer) for students.
PROGRAM APPROVALS

All program changes to curriculum and admissions are governed content and must go through the governance process. Certain changes, such as a course addition or deletion from a long list of electives in undergraduate majors, may be administratively approved (rather than approved by committee), but still must go through the governance process (i.e., Lumen Programs) within the timeframes below for implementation in the expected semester.

The following sections in Guide are governed content and require the submission of a Lumen Program proposal to make changes: How to Get In, Admissions (Graduate only), Requirements, Learning Outcomes, Four-Year Plan (Undergraduate only), Three-Year Plan (Undergraduate only), Accreditation, Certification/Licensure, Policies (Graduate only).

Substantial program changes must have Fall effective dates. Only minor program changes (error correction, minor adjustments to elective listings) may be approved with Spring effective dates. Please communicate with Academic Affairs in advance if you are considering a substantial program change or new programs. These may require support from vested interests across campus, course approvals, a review of resource allocations, up-to-date assessment plans and reports, and up-to-date program reviews, to name a few. Academic Affairs can assist you with the process.

Recommended deadlines for submission to CALS (after department approvals):

<table>
<thead>
<tr>
<th>Program changes effective Spring 2021</th>
<th>September 8, 2020</th>
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<tbody>
<tr>
<td>Only minor changes can be approved</td>
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<tr>
<th>Program changes effective Fall 2021</th>
<th>November 24, 2020</th>
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<tbody>
<tr>
<td>Substantial changes (program titles, academic structure changes, learning outcomes, large curricular changes)</td>
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<tr>
<th>Program changes effective Fall 2021</th>
<th>January 19, 2021</th>
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<td>Only minor changes can be approved</td>
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Overview of How to Update Guide Content

The following sections in Guide are governed content and require the submission of a Lumen Program proposal to make changes. These changes often require governance approval at the College level (CALS Curriculum Committee and/or CALS Academic Planning Council) and the University level (University Academic Planning Council). Please follow the recommended deadlines above for these Guide sections:

- How to Get In
- Admissions (Graduate only)
- Requirements
- Learning Outcomes
- Four-Year Plan
- Three-Year Plan
- Certification/Licensure
• Accreditation
• Policies (Graduate only)

The following content sections in Guide are not considered governed content and can be submitted at any time by contacting Megan Ackerman-Yost at mackermanyost@wisc.edu. For changes greater than a simple addition and deletion of names, a Word document with track changes is highly preferred to avoid errors. These sections can also be updated through the annual non-governed Guide editing period in November each year:

• Advising and Careers
• People
• Right-side “Contact Information” box
• Professional Development (Graduate only)

The following content is also updated through the annual non-governed Guide editing period in November each year. Basic training is provided for this during the editing period:

• Overview
• Photos
• Wisconsin Experience
• Resources and Scholarships
• Funding (Graduate only)