

# Curricular Change Deadlines by Effective Term Policy

University of Wisconsin-Milwaukee

## Purpose

The primary objectives of the Curricular Change Deadlines by Effective Term Policy are as follows:

- to establish an accurate academic catalog;
- facilitate a reliable schedule of classes prior to student enrollment;
- maintain up-to-date degree audits for academic programs;
- provide an equitable academic advising experience for students; and
- maintain a consistent graduation checkout process for students.

The schedule for the publication and archival of the academic catalog is determined by central campus governance meeting dates as well as student enrollment dates. The Curricular Change Deadlines by Effective Term Policy outlines parameters for curricular changes that affect the academic catalog to be approved in accordance with the [catalog timeline](#). This will ensure that the academic catalog is an accurate resource for students and staff and can serve as a curricular contract with students by requirement term. The Policy also requires curricular area and course credit change proposals to be approved prior to program proposals for the same effective term, allowing adequate time for programs to adjust in advance of the effective term.

The development timeline for the schedule of classes (SOC) is set to allow sufficient time for the finalization of complex course scheduling processes prior to the publication of the SOC and student enrollment. Therefore, the Curricular Change Deadlines by Effective Term Policy also ensures that curricular changes that affect the course catalog will be approved in advance of the appropriate [schedule of classes deadline](#) for the type of change and the effective term of the change. This will allow students to plan their schedules and maintain degree progress by providing an up-to-date course catalog for the schedule of classes and eliminate course changes that affect student enrollment after enrollment has begun for the term.

Furthermore, the Policy will allow degree audits to be updated to reflect recent changes prior to graduation and reduce the processing of exceptions for students at the end of a term. From an equity, student-centered standpoint, the catalog should reflect the curriculum as approved by term with few exceptions, so students do not have to be working with an advisor to know about curricular changes that could affect/help them.

## Policy

The Curricular Change Deadlines by Effective Term Policy establishes a required timeline for the approval of curricular changes in order to meet the objectives above.

**Please Note:** UWM's central curriculum committees, the Academic Program and Curriculum Committee (APCC) and the Graduate Curriculum Committee (GCC), publish agenda deadlines that must be met to appear for consideration at a scheduled meeting. These dates must be incorporated into the timeline to meet the desired effective term's curricular deadline. New degree programs also require the approval of the Universities of Wisconsin Board of Regents. This approval takes place after approval by UWM's APCC/GCC and must also be completed by the program deadline specified below. Consider the Board of Regents' meeting schedule in the timeline for new programs.

Additionally, the Policy institutes a formal procedure for the approval of retroactive curricular requests. In rare circumstances, retroactive curricular changes are necessary. These requests will be reviewed and approved or denied by the Provost's Office.

The Registrar's Office will enforce the curricular deadlines according to the Curricular Change Deadlines by Effective Term Policy. In this role, the Registrar's Office is authorized to:

- adjust the requested effective term on curricular proposals to a future date if the approval deadline has passed per the policy; or
- ensure that a Retroactive Curricular Request (RCR) form is included with the proposal with a justification for the requested term; and
- submit the proposal to the Provost's Office for review.

If the Registrar's Office adjusts the effective term on a curricular proposal to a future date, this change will be noted on the proposal and the initiator of the proposal will be notified by email. Only after an RCR has been approved by the Provost's Office can a curricular proposal for a current or past term complete workflow and receive final approval.

## **Deadlines**

Most course and program changes require approval by the end of the Fall or Spring semester prior to their effective term. New courses must be approved prior to being added to programs or submitted for approval at the same time as any programs to which they are added. Course prerequisite changes must be approved prior to the publication of the schedule of classes for their effective term. Curricular area changes (subject codes or academic organizations in PAWS), course credit changes, and topics becoming permanent course numbers require approval two semesters (Fall and Spring) prior to their effective term.

**Please note:** For most changes, Summer effective terms follow the same deadlines as Spring effective terms, as the academic catalog advances to the next academic year each Spring in order to publish the new catalog edition.

The chart below outlines the deadlines for curricular changes by effective term:

Type of Change	Desired Effective Term	Approval Deadline	Example
Program New Course*	Fall	May of the <b>prior</b> academic year	May 2025 approval for Fall 2025 effective term
Course Title Course Description Course Renumbering Course Inactivation/Discontinuation Course Grading Basis Course-level Attributes	Spring/Summer	December of the <b>current</b> academic year	December 2025 approval for Spring/Summer 2026 effective term
Course Prerequisites	Fall	February of the <b>prior</b> academic year	February 2025 approval for Fall 2025 effective term
	Spring	October of the <b>current</b> academic year	October 2025 approval for Spring 2026 effective term
	Summer	December of the <b>current</b> academic year	December 2025 approval for a Summer 2026 effective term
Course Credits Topic to Permanent Course Curricular Area**	Fall	December of the <b>prior</b> academic year	December 2024 approval for Fall 2025 effective term
	Spring/Summer	May of the <b>prior</b> academic year	May 2025 approval for Spring/Summer 2026 effective term

\*New courses must be approved prior to being added to programs or submitted for approval at the same time as any programs to which they are added. Topics becoming new, permanent course numbers must follow the deadlines for “Topic to Permanent Course” above.

\*\*Curricular area refers to an academic organization or subject code in PAWS.

## Appendices

- A. Retroactive Curricular Request (RCR) Form
- B. Additional Resources

**Appendix A**

**Retroactive Curricular Request Form**

Requestor Name:

Requestor Email:

Date:

Course, Curricular Area, or Program for which the retroactive effective term is requested:

Justification for retroactive request:

## **Appendix B**

### **Additional Resources**

[Academic Approval Matrix](#)

[Academic Program and Curriculum Committee \(APCC\) Schedule and Deadlines](#)

[Graduate Curriculum Committee \(GCC\) Schedule and Deadlines](#)

[Universities of Wisconsin Board of Regents Meetings](#)