

Important 2022-2023 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](https://guide.wisc.edu) (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 two “mid-cycle” limited 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:

- Dates are after department approval – please factor this into your plans
- New courses that are intended to be part of program changes should submit earlier to allow time for both the course and program approvals

Courses effective Summer 2023	October 11, 2022
Courses effective Fall 2023	December 27, 2022
Courses effective Spring 2024	March 7, 2023

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:

- Revisions or changes in the proposal due to missing or incomplete elements
- 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)

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. The recommendations

assume that revisions will be provided by the proposer within several days. Please ensure that you review the policies for completing proposals, links to which are embedded within Lumen as “help” buttons, to ensure that more extensive revisions are not required.

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).

Please communicate with Academic Affairs well in advance if you are considering a substantial program change (program title change, learning outcomes, academic home, or changes to core program requirements or credits). 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):

<p>Error correction for programs effective Spring 2023 Only fixes to egregious errors can be approved</p>	<p>September 6, 2022</p>
<p>Program changes effective Fall 2023 Substantial changes (program titles, academic structure changes, learning outcomes, large curricular changes)</p>	<p>November 29, 2022</p>
<p>Program changes effective Fall 2023 Only minor changes can be approved (e.g., add/remove a course from a list of electives, adjusting narrative language, updating four-year plan)</p>	<p>February 14, 2023</p>

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 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)