Updating undergraduate degree program requirements is an on-going process. The following guidelines are designed to clarify the types of changes that most commonly need to be made and delineate a process which both ensures compliance with university approval procedures and facilitates desirable programmatic review and program-related communication. The guidelines are also designed to ensure that faculty have adequate input into the program development process, that program development is systematic and linked to assessment of student learning, and that the Undergraduate Program Council (UPC) fulfills its role as articulated in the School of Human Ecology Governance Document: “to provide oversight, review and coordination pertaining to undergraduate programs of the School.”

**Distinguishing Types of Program Changes and Actions Needed**

The process for handling program changes (which are usually reflected in modifications of specific SoHE program ‘checklists’) depends upon whether or not a change calls for formal university approval beyond the School. Requests to make these kinds of changes can be distinguished from those that call for substantive review but not formal approval, and other program matters that are important for purposes of communication. Following are specific examples of types of program changes that require formal **APPROVAL**, call for **REVIEW** by the UPC, and simply suggest a need for sharing and **COMMUNICATION** within the UPC and perhaps beyond (e.g., SAC, APC).

**FORMAL APPROVAL**

Formal UPC action and subsequent campus divisional committee action is required for:
- New course proposals
- Course deletions
- Course changes (title, credits, description, pre-requisites)

UPC, and subsequent APC, and UAPC action is required for:
- A new degree or major
- Deletion of a major or degree
- Substantive redirection of a major

**REVIEW**

Items for review are those that should be brought to the UPC for discussion but not formal action. These are proposed changes that:
- may affect the program assessment plan (e.g., learner outcomes and/or opportunities to attain them)
- may affect the ability of current majors or majors in other programs (either in SoHE or beyond) to meet degree requirements (e.g., department decides to stop offering a course that is required by majors besides those in the program)
-will create demands on another department in SoHE or beyond (i.e., the department in question will need to serve more students)

- have been flagged as a concern by the Student Academic Affairs office or Associate Dean of SoHE.

COMMUNICATION

Academic changes outside SoHE that may impact SoHE programs and/or students should be brought to the UPC for sharing to ensure that faculty, staff, and students are fully informed about course or program-related matters that may affect them. Such changes may include things like a departmental decision to stop offering a course taken by SoHE students, changes in criteria for courses that fulfill certain campus-wide requirements, such as Ethnic Studies or Com B, or changes in L & S degree requirements that permit L & S students to take additional courses outside that College.

Procedural Considerations and Resources

Updating Checksheets. Changes in checklist requirements for SoHE undergraduate programs may be proposed at any time. However, such changes will be integrated into revised forms only once per year in the spring for distribution at SOAR and implementation the following fall.

Experimental Courses. New courses offered as 501’s may be added to program requirements while the courses are still experimental, but will be required to be deleted if the new course is not submitted for formal UPC and divisional committee approval within the accepted University timeline. (Open-numbered courses that are not “topics” courses are not to be taught more than twice without formal approval.)

Academic Change Guidelines and Forms. The University of Wisconsin-Madison Office of Academic Planning and Analysis provides a number of resources useful in proposing program changes. Specific procedures for proposing new academic majors, degrees, and certificates are located at: http://www.apa.wisc.edu/acad_plng.html as is the University Academic Planning Council meeting schedule. Forms and procedures for proposing a new course, deleting a course, or making a course change can be found on the Secretary of the Faculty website at: http://www.secfac.wisc.edu/divcomm/courses/CourseProposals.htm.