To: Dean Van Galen, Chancellor  
116 North Hall  
University of Wisconsin-River Falls  

From: Wes Chapin, Chair  
Faculty Senate  
University of Wisconsin-River Falls  

December 14, 2012  

RE: UWRF Faculty Senate Motion 2012-13/77  

At the December 12, 2012 meeting of the University of Wisconsin-River Falls Faculty Senate, this motion was passed, and it is effective immediately. The motion is forwarded to you for your action.

Motion from the AP&P Committee (James Zimmerman, Chair) to adopt a new course designator transmittal form.

Approved

Disapproved

Dean Van Galen, Chancellor  
12/19/12  
Date
TRANSMITTAL for COURSE DESIGNATOR CHANGE/CREATION:
Request for Designator Creation/Change

I. INFORMATION:

1. Department(s) Proposing Designator Change/Creation:
2. College(s)
3. Proposal prepared by: Date:

4. Check all that apply
   □ New Designator □ Change In Designator

5. Other Programs/Departments Consulted (Requires letters of comment from all Departments or Programs substantially affected):
   a.)  
   b.)  
   c.)  
   d.)

6. Proposed Catalog year of Implementation: Year
   Note: Must be done in consultation with the Registrar’s Office.

7. Attach Request Narrative: Include in narrative on attached pages a rationale for the requested changes or creation of a designator. Include a listing of courses affected by the designator change/creation. Also list all courses affected by the designator change/creation. Include the current and proposed designator assignments for all affected courses?

8. UNIT APPROVALS: Requires signatures of all Department Chairs and Deans whose programs will be substantially affected by the changes or proposal. Signature lines for the affected Departments and Colleges (noted in “5” above), are on the 2nd page of this form. These signatures should be obtained prior to review by all other shared governance levels.

   Department/Program Chair ____________________________
   Signature ____________________________ Date

   Registrar ____________________________

   Dean of College ____________________________

   Academic Policy & Program Cmtt. Chair ____________________________

*NOTE: The master copy of this transmittal & accompanying documents must be filed in the Registrar’s office upon final approval. The Registrar’s office will notify all appropriate administrative offices [Dean(s), Department Chair(s)] of approvals & necessary actions to implement changes.
TRANSMITTAL for COURSE DESIGNATOR CHANGE/CREATION:

Signatures of Additional Department & Colleges Consulted

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