

## Guidelines for Submission of Materials to the Undergraduate Committee or Graduate Committee

1. All curriculum changes, including new degree programs, must be approved by the Undergraduate Committee (UC) or Graduate Committee (GC). Changes to the courses included in the general education core curriculum must be submitted to the General Education Core Committee.
2. Any request submitted to the UC or GC needs the approval of the following:
  - a. School Director/Department Chair
  - b. College Curriculum Committee, if applicable
  - c. College Dean
3. If submitting a request for addition, change, or deletion of a course, please complete the form "Course Inventory Request" found on the [Faculty Resources](#) under the U Central webpage and under the Faculty/Advisors tab in ASSIST. In completing the form, follow all provided instructions. In accordance with **HOP ADM 06-202**, by signing the Course Inventory Request form, the initiator of any proposed change(s) in curriculum, as well as all chairs, program directors, and deans whose approval is needed, thereby attest that the proposed change(s) have been approved by a majority vote of all affected faculty.
4. All course changes/additions/deletions resulting in change to a degree plan (majors, minors, concentrations, or other degree program requirements) must be accompanied by a Degree Program Action Request form and a summary and explanation of the changes being requested, copy of the old and new degree plan or a table indicating "Current Program" and the "Proposed Program."
5. For new degree programs, please include the following:
  - a. Statement of purpose of the degree (Mission Statement)
  - b. Description of student learning outcomes
  - c. Requirements to earn the degree or certificate including degree plan, admission, progression, and completion
6. Any request that may impact or affect another school/department/program must include evidence of the outcome of communication with that school/department/program. If an impacted school/department/program is unsatisfied by the outcome of this communication, a representative may present the reason(s) for concern to the UC or GC when the proposal is presented, following the same presentation criteria as the presenting school/department/program.
7. Submissions should be sent to the Office of the Deputy Provost at least one week prior to the monthly meeting of the UC or GC (see official calendar). \* The Office of the Deputy Provost will review submissions and any submissions that are incomplete, contain technical errors, or lack appropriate documentation (see points 1 through 5 above) will be returned for revision. The Office of the Deputy Provost will then construct the agenda with all complete submissions for that month's meeting.
8. For each item on the agenda, a single representative from the department making the request needs to be present to answer questions from committee members. Any proposal that is not accompanied by a representative will automatically be tabled until the next month's meeting of the UC or GC. If no representative is present at the subsequent meeting, the item will be removed from the agenda.
9. Other information may be requested by the UC or GC as necessary.

\*Note: No new or returning proposals may be submitted after April 1; any proposals that arrive after that date will be carried over to the following academic year.