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

General Information

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 Curriculum Forms page under the Office of Academic and Institutional Excellence website. 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 additions must include a course syllabus and description of student learning outcomes.

5. All course changes/additions/deletions resulting in change to a degree plan (e.g., majors, minors, concentrations, certificate, or other degree program requirements) must be accompanied by a Degree Program Action Request form and a summary/explanation of the changes being requested and a copy of the old and new degree plan or table indicating "Current Program" and "Proposed Program.

6. Any request that may impact or affect another school/department/program must include evidence of the outcome of communication (e.g., memo expressing endorsement) 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. 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.

8. Other information may be requested by the UC or GC as necessary.

Undergraduate Programs

1. All undergraduate course changes/additions/deletions resulting in a change to the four-year road map must include a revised map even if the change does not impact the degree plan (e.g., change impacts prerequisites or co-requisites, but not the actual courses comprising the program).

2. All undergraduate degree plan action requests must include a revised four-year program road map.

3. Undergraduate submissions should be sent to the Office of Academic and Institutional Excellence or via email to undergradcommittee@utrgv.edu at least two weeks prior to the monthly meeting of the UC (see official calendar). The Office of Academic and Institutional Excellence will review undergraduate submissions and any that are incomplete, contain technical errors, or lack appropriate documentation will be returned for revision. All requests for revisions or documentation will be given a strict return deadline.

Graduate Programs

Graduate submissions should be sent to the Graduate College or via email to gradcurriculum@utrgv.edu at least two weeks prior to the monthly meeting of the GR (see official calendar). The Graduate College will review submissions and any that are incomplete, contain technical errors, or lack appropriate documentation will be returned for revision. All requests for revisions or documentation will be given a strict return deadline.