University Curriculum Process

- Proposal is created and attached to the Request for Curriculum Action form (see curriculum website) and obtains the appropriate signatures (chair, dean, affected departments, etc.).

- Proposal is reviewed by the department’s college/division/school curriculum committee. Upon approval of that committee (indicated by signature of the committee chair or designee), the department submits the original hard copy version and one electronic version of the proposal to the University Curriculum Committee (UCC).
  - The electronic version of the proposal must be a MS Word document so that the UCC can make changes.

- Proposal is reviewed by the UCC. There are three types of reviews:
  - **UCC Full Review**
    - The following changes are considered:
      - any changes that affect degree requirements (i.e., additions to, removals from, and changes to degree boxes)
      - degree/program admission requirements
    - Requires the presence of the department/program representative at the UCC meeting.
    - Reviews will be decided via face-to-face UCC meeting and requires a quorum to make a vote with guidance from ex-officio members of the UCC.
  
  - **UCC Subcommittee Review**
    - The following changes are considered:
      - Subject prefix
      - Creating course only
      - Pre-requisite/co-requisite
      - Course description and/or title
      - Other changes not mentioned as “Full UCC Review” or “UCC Chair Review” items
    - Does not require department/program representative presence at the UCC meeting
    - Reviews will be decided via email vote by a 3-member sub-committee with guidance from ex-officio members of the UCC.
  
  - **UCC Chair Review**
    - The following changes are considered:
      - Course deleted only
      - Semester offered
      - Credit/contact/lab hours that do not affect degree requirements
      - Cross-listing
      - Course description changes for the following reasons:
        - Grammatical changes to description
        - Repeatability (e.g., including/excluding language similar to “may be repeated for credit”)
        - Grading basis (e.g., from “graded” to “pass/fail”)
    - Does not require department/program representative presence at the UCC meeting.
    - Reviews will be decided via chair of the UCC only with guidance from ex-officio members of the UCC.

- Proposal (MS Word) will be changed by the administrative support staff member of the UCC.

- Upon approval, the proposal is forwarded to the Office of the Provost and Vice Provost for Academic Planning Affairs for review and approval.
  - Departments/programs/divisions should refer to Office of the Provost for other requirements needed for more significant changes (e.g., NOI, etc.).

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1 If the proposal includes multiple review types, then the type of review with the highest level of scrutiny will occur.
2 Courses that are also added to or removed from a degree box are “full review” items.