



UNDERGRADUATE CURRICULUM PROPOSAL FORM

College, School or Department _____

Signature of Dean or Chair submitting the proposal _____ Date: _____

Signature(s) of College, School, Department or Program affected¹ _____ Date: _____

_____ Date: _____

I. FYI ITEMS: [Undergraduate Curriculum Committee (UCC) approval not required for FYI items]
(please check and fill in all items that apply)

- Deletion of course(s) from curriculum [please list course number(s)] _____
- Deletion of course(s) from major(s), minor(s) and/or concentration(s) [please list course number(s)] _____
- Course name or number change [previous #s may not be reused; please list course number(s)] _____
- Course description change [for *Academic Catalog* use; please list course number(s)] _____
- Course prerequisite change [please list course number(s)] _____
- Effective: *Academic Year* _____ *Term/Semester* _____

II. PROPOSED CHANGE(S): (UCC approval required) (please check and fill in all items that apply)

- Addition of course to curriculum
 - Addition of Spring Term course²
 - Addition of required course to major(s), minor(s) and/or concentration(s)³
 - Course credit/hours change [please list course number(s)] _____ from _____ to _____
 - Addition of major(s), minor(s) and/or concentration(s) to curriculum (title of addition): _____
 - Change in requirements for major(s), minor(s) and/or concentration(s)
 - Addition to menu of courses meeting the specified core requirement (must include a justification based upon current *Academic Catalog*)
 - Addition of honors course(s) [previous #s may not be reused; please list course number(s)] _____
 - Other (please indicate) _____
- _____
- Effective: *Academic Year* _____ *Term/Semester* _____

III. PROPOSED COURSE ADDITIONS OR CHANGES (please check and fill in all items that apply)⁴

Title & recommended course # (no previous # may be re-used): _____

Credit hours: _____ Contact hours per week: _____ Enrollment limit: _____

Grading type: *normal* (A-F) *S/U* *P/F* *CR/NC*

Special Fees: _____

Prerequisite(s): _____

UCC CURRICULUM PROPOSAL FORM EXPLANATORY NOTES

1. REQUIRED SIGNATURE(S)

- ❖ *Courses Affecting Other Departments, Programs, etc.* must have approval from the dean, program director, or chair of the program affected by the proposed change.
- ❖ *International Travel Courses* for Spring Term must be approved by the *International Studies Committee*.
- ❖ *Honors Courses* must have approval from the *Director of the Honors College*.

2. SPRING TERM COURSES

- ❖ *Spring Term course proposals must include:* title and course number (ST 299), course description (to be used for Spring Term brochure), objectives, rationale for approval as a *Spring Term* course (see below for criteria), a specific outline of activities or a syllabus, credit hours (usually 3), start and end dates, fee (if any), maximum enrollment, meeting day and times, time commitment (in and out of class), field trips (if any).
- ❖ *International Travel Courses* for Spring Term must be approved by the *International Studies Committee* (signature line provided on front of this form).
- ❖ Any course approved as a designated Spring Terms course must:
 - ✓ be accessible to students in all programs,
 - ✓ have no prerequisites,
 - ✓ maintain an interdisciplinary, creative, or innovative focus which justifies a time-intensive format.
- ❖ Any approved course can be offered during the three-week Spring Term, but the only courses that will fulfill the Spring Term requirement are those approved by the UCC as designated Spring Term courses. (NOTE: Courses previously approved by the UCC or formerly by the Curriculum Council do not need to be approved again if offered in subsequent terms.)
- ❖ A designated Spring Term course will fulfill a student’s Spring Term requirement, but it cannot be used to fulfill major, minor, or other general education requirements. (EXCEPTIONS: International travel courses automatically fulfill the Spring Term requirement and may also be used to fulfill requirements in a major or minor in the Modern Languages Department and for the International Business major in the School of Business.)

3. CHANGES IN REQUIREMENTS FOR A MAJOR, MINOR OR CONCENTRATION

- ❖ For changes in requirements for a major, minor or concentration include:
 - ✓ a comparison between the former offering and the proposed offering (with total credit hours required for each) if applicable
 - ✓ a statement detailing faculty load/staffing needs or changes for the new offering

4. PROPOSED COURSE ADDITIONS

- ❖ For proposed course additions include:
 - ✓ catalog descriptions for new courses
 - ✓ a course proposal listing course objectives, rationale, layout or plan for the course, possible texts and other support documentation as appropriate
 - ✓ anticipated faculty load/staffing implications for the proposed curriculum or course(s)
 - ✓ a justification for adding the course(s) to the curriculum

ACTIONS TAKEN

CAS Curriculum Committee Action (for CAS only)

Approved _____ Rejected _____ Referred as indicated _____

Signature of Chair of CAS Curriculum Committee _____ Date: _____

Undergraduate Curriculum Committee Action (for UCC only)

Approved _____ Rejected _____ Referred as indicated _____

Signature of Chair of UCC Curriculum Committee _____ Date: _____

Faculty Senate Action (for Faculty Senate only)

Approved _____ Rejected _____ Referred as indicated _____

Signature of President of the Faculty Senate _____ Date: _____