

## ULM<sup>TM</sup> UCC GUIDELINES AND PROCEDURES

1. The complete and detailed guidelines and procedures for submitting curriculum changes are on file in the offices of deans and department heads. They are also available from the Chairpersons of the University Curriculum Committee.
2. Other than mere typographical errors, all catalog changes must be considered by the University Curriculum Committee including changes which may be considered editorial in nature.
3. Recommendations for new courses and curricula and curriculum changes (e.g., *closures*, *editorial changes*, “*formerly*” and “*same as*” notations, *removals*, *replacements*) are normally initiated by departments. Such requests should first be forwarded to the appropriate dean(s) for approval, the appropriate college curriculum committee, and then to the University Curriculum Committee
4. Courses proposed for workshops and institutes should be submitted to the University Curriculum Committee while these courses are in the planning stage, especially for those not included in degree programs.

All recommendations must be submitted to the appropriate committee.

- University Curriculum Committee
  - 3 printed and signed copies of all forms to Committee Chair Lon Smith (HPMH 346), 342-1846
  - All forms must be electronically submitted through the UCC web site Proposal System. For question on this procedure contact Committee Chair Lon Smith ([lsmith@ulm.edu](mailto:lsmith@ulm.edu))
  - Only the completed UCC forms (and syllabi of new courses, if a department is requesting the addition of new courses) need to be sent electronically to the Chair and Vice Chair; electronic submissions do not include the Routing and Approval Form or Signature Page Form or any other form that require physical signature. However, three printed copies of these latter materials should be sent to the Chair of the UCC, Dr. Lon Smith, in Airway Science Building 346 by the proposal submission deadline.
  - All submissions should include a Routing and Approval Form, the affected catalog pages, and, if appropriate, a Signature Page Form as well as the other appropriate materials.
- 5. New degree programs must be submitted to the University Curriculum Committee before they are submitted to the Board of Regents. Justification for new programs should accompany the proposal (e.g., potential student enrollment, anticipated demand, additional resource requirements, library holding). Proposals involving teacher certification should be approved by the Council on Teacher Education in the College of Education and Human Development **before** being presented to the University Curriculum Committee.

6. For new courses, course changes, and course closures or removals, the appropriate forms must be completed and submitted. Please see respective Committee/Council Form sections of this text.
7. Course descriptions should be complete and in the format used in the Catalog. Explain the course, but attempt to limit course descriptions to **22** words. Show prerequisites, credit hours, whether laboratory sessions are involved and, if applicable, during which semesters the course(s) will be offered.
8. For Directed Study courses, there should be one course number for the undergraduate and the graduate catalog. The course description should specify the subject areas taught, giving each subject area a letter designation (e.g., A, B, C).
9. A memorandum should be sent to the respective Chair of the University Curriculum Committee when a major, minor, concentration or degree type is newly added, discontinued or changed (e.g., a degree type designation of B.A. is changed to B.S.). The memorandum should clearly indicate the justification/reasons for the specifically designated action.