ULM_{TM} UCC RULES FOR SUBMISSION OF PROPOSALS

1. **Prior Approval**
   All proposals brought before the UCC first must have been approved by the department head and/or departmental curriculum committee chair, the college curriculum committee chair, and the dean of the college. The UCC Routing and Approval Form that is submitted by a department requesting a curriculum change shows that these prior approvals have been secured.

2. **Required Forms and/or Explanatory Memo**
   All proposals must be submitted on the forms approved for use by the UCC; these forms are available on the UCC website through the Proposal System. If a department is submitting proposals which involve significant degree program changes, a memo addressed to the Chair of the Undergraduate Curriculum Committee should accompany the proposal submission packet; this memo should provide a brief explanatory summary of the proposed curriculum changes.

3. **Proposal Submission Deadline**
   All proposals must be submitted to the UCC at least seven (7) calendar days before the next scheduled UCC meeting. Both hard copy and electronic submissions must be received seven days prior to the upcoming meeting in order to be considered during that meeting.

4. **Questions or Assistance**
   If you have any questions about submitting or explaining your proposals, please contact Dr. Lon Smith, Chair of UCC, by phone at 342-1846 or by e-mail at lsmith@ulm.edu.

5. **Required Hard Copy and Soft Copy Submissions**
   At present, the UCC requires that three (3) hard copies of the proposal(s) be sent to Dr. Lon Smith, Chair of UCC, at HPMH 346.

   A submission packet is not considered complete unless (1) **both** hard copy and electronic submissions have been sent by the proposal submission deadline, and (2) three copies of the previously mentioned materials (Routing and Approval Form, affected catalog pages, and, if appropriate, Signature Page Form) are sent to Committee Chair Lon Smith by the proposal submission deadline.

6. **Electronic Submissions**
   Submissions must be sent to the UCC members electronically through the submission system. Instructions for doing so will be posted on this website once the system is in place. The electronic submission is done through the Proposal System.

7. **Mandatory Departmental Representation**
   In order for a proposal to be discussed and voted on at a UCC meeting, at least one member of the department [the head/director or faculty member(s)] must attend, briefly present the proposal, and answer any questions that UCC members may have about the proposed curriculum change(s). If no representative from the department submitting a proposal is in attendance, the proposal may be tabled by the UCC.

8. **Signature Page Form**
   If a proposed curriculum change affects any other department, the department submitting the proposal must make sure that the department head(s) of the department(s) affected be made aware of the proposed changes. Once the department head(s) has/have reviewed the material, the head(s) of the other departments affected by the proposal must sign the Signature Page Form which will become a part of the materials submitted to the UCC at least seven (7) calendar days before a scheduled meeting. A signature indicates only that the head was notified and reviewed the material; it does not indicate approved or disapproval. Heads and faculty members of departments affected by a may attend the UCC meeting and ask question or voice concerns.

9. **Open Meetings**
   All UCC meetings are open to all ULM faculty members and heads/directors, including those not presenting a proposal.

10. **Final Approval of the Provost**
    Actions on proposals, whether for approval, modification, or disapproval, are forwarded to the Academic Vice President for final approval and authorization. Following that action, the appropriate agency incorporates them into the catalog.

11. **Approved UCC Minutes**
    Minutes approved by the UCC and the Provost are posted on the UCC website.

12. **Drafts of UCC Minutes**
    Before the minutes are sent to the Provost, they are sent (via e-mail) to all UCC members, department heads, and deans.

    If a change or correction needs to be made in the minutes, the UCC members, department heads, and deans must respond to the e-mailed minutes within 24 hours of receiving them. After the 24-hour period has expired, it will be assumed by the Chair and the Vice-Chair and Secretary of the UCC that the minutes need no corrections.

    Therefore, all department heads and faculty members of departments that submitted proposed curriculum changes are asked to carefully read these submissions.