



California University of Pennsylvania

POLICY: Curriculum Changes (Course Proposals and Advisement Sheets)

- A. Purpose & Scope:** To describe the procedures for introducing curriculum changes into the graduate and undergraduate curriculum
- B. Definition(s):**
- C. Policy:** All new courses, including all revisions to courses, advisement sheets, and new programs must be approved by the department, appropriate college council, the University Curriculum Committee (UCC) and the provost.
- D. Procedure(s):**

Course Proposals

1. New course proposals must be in the approved format (see “Guidelines for New Course Proposals” on the UCC web page) and submitted electronically.
2. Any references listed must be in the appropriate bibliographic format for the discipline.
3. Each new course proposal must be accompanied by a completed “Application to Establish a New Course Form” (available on the UCC web page) with appropriate signatures.
4. Any department requesting a course name change, number change, prefix change, or credit change must submit the “Application to Establish a New Course Form” to the chair of the UCC.
5. If the proposed course is required or a restricted elective on any existing advisement sheets, updated/revised advisement sheets must also be submitted electronically. All advisement sheets affected by the proposed course change must be included.
6. The course proposal must be considered by the department and, if approved, submitted to the appropriate college council, or to the Graduate Council for approval.
7. After approval through the appropriate council, all materials must then be submitted to the chair of the UCC no later than the Wednesday prior to the next regularly scheduled meeting.
8. UCC requires that any item submitted for approval must have a representative from the proposing department and/or college council in attendance to answer any potential questions from the committee.
9. Approved courses will become effective the semester following UCC approval.

Advisement Sheets

1. The “Advisement Sheet/Major Change Form” (available on the UCC web page) must accompany any new or revised advisement sheets, minors, tracks or concentrations; as well as any new program proposals that are submitted for UCC approval.
2. Advisement sheet proposals must be considered by the department and, if approved, submitted to the appropriate college council, or to the Graduate Council for approval.
3. After approval through the appropriate council, all materials must then be submitted to the chair of the UCC no later than the Wednesday prior to the next regularly scheduled meeting.
4. UCC requires that any item submitted for approval must have a representative from the proposing department and/or college council in attendance to answer any potential questions from the committee.
5. All new or changed advisement sheets will become effective the fall semester following Provost’s approval.
6. Once approved, the advisement sheets must include the UCC-approval date and the effective date on the bottom of the front page.

E. **Effective date:** 2005 Faculty Handbook
 Updated date: August 15, 2010