

## Types of Curriculum Proposals

**Note:** All proposals may be entered any time before their deadline. Expedited items can be submitted any time CourseLeaf is open; however, priority deadline is Nov. 1.

### Oct. 1

- **New Courses:** new courses not in the system.
- **Major Revisions to Existing Courses:** number changes, credit hour changes.

### Nov. 1

- **New Programs/Minors/Certificates Proposals:** new programs, minors, or certificates not in the system.
- **Changes of Existing Programs/Minors/Certificates**
  - **Minor revision:** adding or deleting courses, program description changes, changes in student learning outcomes, admission changes, changes to course sequencing.
  - **Major revision\*:** name changes, credit hour changes, deletion of program, adding or deleting of a concentration, adding an online completion, adding fast track, changes to core curriculum program.
  - **Expedited Review Items\*\*:** course deletions, changes to course description, pre-reqs/co-reqs, prefix, course title, schedule type, contact hours, repeat status, changes to minor requirements.
  - **Other:** college front page, general content in the catalog.

\*Some major revision changes require extra approval.

\*\*The UCC chair has the authority to move any proposal to Full Review if more information is needed. All expedited items will be approved by Nov. 1.