

UNIVERSITY CURRICULUM COUNCIL

GUIDELINES FOR SUBMISSION OF NEW COURSE PROPOSALS AND COURSE CHANGES

(15 copies required, 5 of which are signed)

All proposals for new courses, changes in existing courses, and deletion of courses are considered by the Individual Course Committee. Proposals for existing courses to be offered during the winter intersession are approved by the respective dean. Courses submitted to fulfill General Education requirements are also considered by the Individual Course Committee.

As curricular changes are made in programs, please be aware of the Ohio University policy for *Consultation in the Case of Cross Departmental Requirements* (approved April 1999):

A department, school, or regional campus program that wishes to require its students to take a course offered by another academic unit must obtain written concurrence from the chair or director of the unit in which the course is offered and from that unit's dean. Concurrence must be obtained prior to finalizing the curriculum change and prior to submitting the change for inclusion in the undergraduate or graduate catalog.

A department, school, or regional campus program that has decided to drop from its curriculum a required course offered by another unit should inform the affected unit, preferably at least a year in advance of when the students would ordinarily enroll in the course. In situations that require or would permit faster action, the department planning to drop should consult immediately with the offering unit to see if the drop would cause any scheduling problems.

A department, school or regional campus program offering a course required by another academic unit that has decided to cease offering that course should inform the affected unit, preferably at least a year in advance of when the students would ordinarily enroll in the course. In situations that require or would permit faster action, the department offering the course should consult immediately with the department requiring it to see if this action would cause intractable curricular problems.

Please use current forms for all submissions. There are five course forms:

- UCC Form 1, New Course Approval Form**
- UCC Form 2, Form to Change or Delete Existing Course**
- UCC Form 4, Temporary Course Approval Form**
- UCC Form 5, Experimental Course Approval Form**
- UCC Form 6, Intersession Course Approval Form**

Proposals for all permanent course offerings should be submitted to the University Curriculum Council in time to meet the following deadlines:

Changes in courses must be approved by the UCC

by December 1 to be effective the following spring or summer quarter;

by March 1 to be effective the following fall quarter; and

by June 15 to be effective the following winter quarter.

New courses will be available to be offered as soon as possible after approval by the UCC.

Proposals should be submitted to the UCC office in Pilcher House two months prior to anticipated approval, as courses must be approved by the Individual Course Committee (ICC) and then the UCC. Curriculum Council does not meet during the summer. Deficiencies in course proposals may lead to rejection of the proposal or lengthen the period needed for approval and, thereby, delay course implementation. Effective dates for new courses may be any quarter of the year, and should be listed as the first quarter the new course will be taught. The effective date for course changes should be fall quarter of the following academic year.

Table of Contents

A.	Numbering of Courses	2
B.	Title	5
C.	Course Standing Codes	5
D.	Instruction Codes	5
E.	Grade Eligibility Codes	6
F.	Course Credit	6
G.	Course Repeats and Retakes	7
H.	Prerequisites	7
I.	General Education	9
J.	Effective Dates	11
K.	Temporary Approval for Courses	11
L.	Experimental Courses	11
M.	Developmental Courses	12
N.	Intersession Courses	12
O.	Submission Guidelines	13
P.	General Guidelines	13

A. Numbering of Courses

Master Curriculum File (MCF) Prefix:

The MCF should be two to four letters which form an acronym for the program area.
New MCF prefixes must be approved by the Programs Committee and then the UCC.

MCF prefixes are printed in the Ohio University Catalog and Schedule of Classes precisely as approved by UCC.

Guidelines for number and course level:

- 0-99-Level Courses. These courses are remedial, developmental, or special requirements courses and any credits given are not applicable toward a degree.
- 100-Level Courses. These courses are intended primarily for freshmen. Generally, such courses should have no college prerequisite (except sequential courses) and should be the first course in a discipline. 100-level courses may also include designated developmental courses. No more than eight (8) credit hours earned in developmental courses may be applied toward the total hours required for graduation. Developmental courses shall be so publicized by curricular committees in the appropriate academic units.
- 200-Level Courses. These courses are intended primarily for sophomores. They may or may not have a prerequisite. The second course in a major sequence might properly be given a 200 number.
- 300-Level Courses. These are courses primarily for juniors and seniors. In disciplines where one course builds on knowledge acquired in a previous course, 300-level courses should have prerequisites. In other disciplines where specific course prerequisites are not necessary or appropriate, the courses should be taught with the assumption that the students have an educational background at least equivalent to a college junior.
- 400-Level Courses. These courses should be primarily for juniors and seniors. They should be more advanced or more specialized than 300-level courses and may have a 300-level course as a prerequisite.
- 500-Level Courses. These courses are primarily for masters-level students. They may be double-listed with 300- or 400-level courses.
- 600-Level Courses. These courses are at the masters degree level, and they may not be double-listed with undergraduate courses. OCOM courses start at the 600 level. They may not be double listed with undergraduate courses or with 500, 700, or 800 level courses. NOTE: 695 is reserved for **thesis**.
- 700-Level Courses. These courses are for advanced graduate students, most of whom are Ph.D. candidates. They may not be double-listed with undergraduate courses or with 500, 600, or 800 level courses..
- 800-Level Courses. These courses are specialized courses such as seminars, research, and dissertation for Ph.D. candidates. They may not be double-listed with any other course. NOTE: 895 is reserved for **dissertation**.

Guidelines for multiple-listed courses:

Courses intended for advanced undergraduate students and masters-level graduate students may be double-listed at the 300-500 level or 400-500 level.

Double-listing 100-500 and 200-500 courses is permitted only under very special circumstances such as language courses and courses that provide basic research or laboratory skills.

In double-listed undergraduate/graduate courses, there must be a qualitative and quantitative difference in work expected of the graduate students as compared with the undergraduate students (e.g., extra meetings, readings, writing, etc.). New course proposals must include this information.

An undergraduate course can not be double-listed with another undergraduate course in the same department or school.

A graduate course can not be double-listed with another graduate course in the same department or school.

Triple-listings of courses no longer prevail. All such courses have been deleted from the Master curriculum file and new courses will not be permitted to be listed in this manner.

Courses ending in "69" should be experimental courses approved at the college level to be offered for a maximum of two (2) times. Course numbers 490-499, 590-599, 690-699, 790-799, and 890-899 should be used for independent study, internships, special problems, readings, special studies, seminars, theses, etc. The numbers 695 and 895 should be used for thesis and dissertation, respectively. Undergraduate course numbers ending in "97," "98," and "99" with the suffix "T" are generally used for honors tutorial courses (e.g., 397T).

The following alphabetical suffixes have specific meanings and may not be used in course numbers:

H	departmental honors courses
J	junior-level composition courses
T	honors tutorial courses for Honors Tutorial College (HTC) programs

The alphabetical suffixes I , O and X should be avoided. The "X" suffix was previously reserved for "study abroad" courses but is no longer. If a department wants to use the "X: suffix, they must include justification for that request..

Departments should take care not to re-use course numbers for new courses or course-number changes that they have used for other courses.

Cross-listing of Courses

The listing of a course under two or more MCF prefixes is **STRONGLY** discouraged.

B. Title

In addition to the descriptive title, an abbreviated title should be submitted. The descriptive title is the title that will be used in the catalog. The abbreviated title will appear in the online *Schedule of Classes* and on students' records. It is important to make the abbreviated title as clear as possible within the limit of 25 characters including spaces.

Each course proposed must be titled. In the case of independent studies and workshops, which are often designated with letter suffixes in the number (e.g. 391A-Z), a generic title (e.g. Special Problems in Psychology) must be supplied which will be listed verbatim in the *Ohio University Catalog* and the *Schedule of Classes* and will appear on the students' transcripts. A department/school may request the Registrar's Office for a specific title for a A-Z special topics course.

C. Course Standing Codes [For informational purposes only]

The alphanumeric codes listed below are used to designate course standing. They are assigned by Institutional Research.

- U10 General Studies: Courses that are general education, introductory, and distribution requirements for an associate or baccalaureate degree.
- U20 Technical: Courses that are part of an associate degree program of technical education and are within the technical portion of the curriculum.
- U30 Baccalaureate: Courses that are specialized within a discipline for a baccalaureate degree which primarily serves students majoring in the field in which the course is taught.
- G40 Masters: Courses that are designed for graduate instruction and not specifically designed for doctoral students. Assign to this level a course that represents the master's level component of a graduate program which is designed to serve both this level and the doctoral level.
- G50 Doctoral: Courses that are designed specifically for instruction of doctoral students. Assign to this level a course that represents the doctoral-level component of a graduate program which is designed to serve both this level and the master's level.
- M60 Medical: Courses that are medical courses leading to a first professional degree in medicine.

D. Instruction Codes

The following numeric codes are used to designate the type of instruction or class format of the course:

- 1 Classroom: Lecture and recitation
- 2 Seminar: Discussion
- 3 Lecture Seminar: Lecture and discussion
- 4 Laboratory: Practice and experimentation
- 5 Lecture-Laboratory: Lecture, demonstration, and practice
- 6 Individual Study: Arranged assignment
- 7 Outdoor Laboratory: Outdoor assignment

E. Grade Eligibility Codes

The following numeric codes are used to designate the grades that may be given in the course:

1	A-F, (no PR or CR)	4	A-F, CR and PR
2	A-F, PR (no CR)	5	CR, PR, F
3	A-F, CR (no PR)	6	CR, F
		7	CR, NC (OPIE courses only)

WP, WF, I, FN, and FS apply to all grade eligibility codes (GEC).

Undergraduate and Graduate Courses:

- a. GEC 1 is appropriate for almost all undergraduate and graduate courses. Please explain the rationale for proposing a GEC other than 1.
- b. GEC 2, 4, and 5 may be used in certain other courses specifically designated by the department with the approval of the dean. Such courses are those where a project or course of study extends over more than one quarter.
- c. GEC 3, 4, 5, and 6 are to be used only for certain specified courses and only by prior approval of the college curriculum committee and the University Curriculum Council. When a CR grade will be used in a course, it must be used for every student in that section of the course and this will be so announced by the instructor at the start of the course. The blanket CR will not apply to independent studies or independent reading. In such courses, the use of CR or letter grades will be negotiated by the instructor and the student. In unusual circumstances, the dean may allow CR to be assigned to individual students.

F. Course Credit

Course credit for formal courses (e.g., lecture, laboratory, seminar) is based on the number of contact hours according to the following formula:

- One hour lecture equals one hour credit
- One hour supervised scheduled laboratory equals not more than 1/2 hour credit.

For undergraduate courses, credit hours must equal the hours prescribed by this formula.

For graduate courses, the number of credits should be equal to or within one hour of the lecture hours or the combination of lecture and laboratory credit hours as determined by the formula.

Before a course's credit hours can be expanded to include computer laboratory work, the following three criteria must be met:

- such work on the computer must be supervised by a faculty member or person designated by the faculty member (e.g., a teaching assistant);
- the hours of computer work must be scheduled hours: merely doing computer work at one's convenience does not qualify; and
- the computer component of the course must have assignments separate from the

noncomputer component of the course.

For courses with variable hours (e.g. 2-5 credit hours), the credit offered for the course in a given quarter may be either listed as a variable hour course (e.g. readings or thesis) or as a certain number of credits. The credit offered for a given course may not be changed once it has been published in the Schedule of Classes.

Courses with variable credit hours are normally numbered with “_9_,” such as independent studies and thesis. If a course does not meet regular hours, the hours lecture (and lab if appropriate) should be listed as “arranged.”

G. Course Repeats and Retakes

1. **Repeatable** courses are courses that students may take more than once for credit (e.g., readings, research, special topics, thesis). **Retakable** courses are courses that students may take again for the purpose of having the later grade replace the earlier grade. In the case of undergraduate students, the later grade will be used in computing grade-point average. Graduate courses may not be retakable. A course cannot be both repeatable and retakable but **MUST** be either one or the other.

For repeatable courses:

- Indicate whether a course is repeatable and the maximum number of hours for which it may be repeated, if any. If there is a maximum, include this information also in the prerequisite (see Section H.5.f).
 - If a graduate-undergraduate dual-listed course has different repeatable requirements, please indicate these separately.
 - Graduate Courses: **All graduate courses are repeatable.** For graduate courses which are not intended to have cumulative hours, the number of "repeatable" hours should equal the number of credit hours offered for the course.
2. For retakable courses (information is required for undergraduate courses **only**):
 - Indicate whether a course is retakable and the maximum number of times which it may be retaken, if any. If there is no maximum, leave this space blank. Note that the Registrar's Office will multiply the maximum number of retakes by the credit hours and will enter this information in the Student Information System (SIS) and Master Curriculum File (MCF) listings in terms of maximum hours. It is suggested that the limit be 5 or fewer retakes.
 - For undergraduates, only the credit and grade for the last time a course is retaken will be computed in the student's total hours earned and grade-point average. This will be done automatically.

H. Prerequisites

1. Prerequisites in the online Schedule of Classes are limited to 100 characters including spaces.

2. If permission is part of the prerequisite, students will be required to obtain formal permission via the class permission slip in order to enroll in the course.
3. 300- and 400-level courses should require junior standing or an appropriate course prerequisite.
4. If the course has no prerequisite, enter "none" to avoid confusion.
5. Editorial Style for Prerequisites:

a. **Abbreviations:**

Use the following abbreviations. Do not use periods with these abbreviations.

cr	credit
equiv	equivalent
fr	freshman
grad	graduate
hr	hour
hrs	when 2 or more hours
incl	including
jr	junior
mjr	major
max	maximum
perm	permission
recom	recommend
soph	sophomore
sr	senior

- Exception 1: Do not abbreviate "concurrent" unless it is necessary to do so to remain within the space limit for the *Schedule of Classes*. The recommended abbreviation for "concurrent" is "concur." Use "concurrent" rather than "corequisite."

b. **Course prefixes:** If the prerequisite has the same prefix (MCF abbreviation used for department or discipline) as the course for which it is a prerequisite, include the prefix in the prerequisite only for the **first** course in that same prefix. For example, if the prerequisite for a psychology (PSY) course is PSY 101, PSY 201, and (PSY 273 or HCCF 160 or EDEL 200), the prerequisite should read "PSY 101, 201, and (273 or HCCF 160 or EDEL 200)".

c. **Punctuation:**

- Comma. Use a comma before the words "and" and "or" in a series of three or more (e.g. 101, 203, and 204).
- Semi-colon. Use a semi-colon to set off separate units all of which apply to the course (e.g., perm; max 10 hrs). Also use a semi-colon instead of "and" to avoid confusion in complex sets of prerequisites (e.g., "101; 273 or HCCF 160 or EDEL 200" is preferable to "101 and 273 or HCCF 160 or EDEL 200" when the student is expected to have completed 101 and one of 273, HCCF 160, or EDEL 200.)

d. **Rank/Standing:** Indicate rank or standing by using only the abbreviation for the level (e.g., jr). Do not add the words "rank" or "standing." Do not use "grad" as a

prerequisite for courses at the 500, 600, 700, or 800 level unless the course is limited to a particular group of graduate students (e.g., grad in PSY).

- e. **Permission:** Consider the intent and consequences when using "permission" as a prerequisite: for example, is it intended that all students need to obtain the instructor's permission (i.e., a class permission slip) prior to being able to register for the course? Also, permission implies that the instructor gives permission, so it is not necessary to use "permission of instructor." If permission must be obtained from someone other than the instructor, that information should be given. Note that "or permission" is always implied and should not be included in the formal course prerequisites.
- f. **Repeatable Courses:** Indicate the maximum number of hours that can be applied to graduation requirements for repeatable courses such as research and thesis (e.g., max 10).
- g. **Duplicate Courses:** Indicate if students who have taken another course cannot receive credit for this course. For example, students can receive credit for only one of PSY 273, HCCF 160, and EDEL 200; therefore, the prerequisite for PSY 273 includes "no cr if HCCF 160 or EDEL 200".
If it is intended that students who take a similar course to lose credit for the first but still get credit for the second, the language should read: "no cr for 225 if 325 taken"

I. **General Education**

1. Guidelines for Junior Level Tier I J courses:
[check the list of criteria created by the J-Course Committee. They can be found at <http://www.ohio.edu/writing/jcomp.cfm>] A course proposal for a Tier I J course should first be submitted to the Committee on Writing Across Campus before being submitted to a college curriculum committee. A letter of approval from the CWAC should be appended to the regular course proposal.]
2. Guidelines for Tier II Courses:
 - a. Courses should be at the 100 or 200 level.
 - b. Courses should have no or very few prerequisites
 - c. Courses should have a grade code of 1 (A-F, No PR, No CR)
3. Abbreviations for Tier II [Breadth of Knowledge] Courses:
If a Tier II course is being proposed, indicate its area by the following abbreviations:
 - A: Applied Science and Mathematics
 - C: Cross Cultural Perspectives
 - F: Fine Arts
 - H: Humanities and Literature
 - N: Natural Sciences
 - S: Social Sciences

4. Guidelines for Tier III Courses:
 - a. Tier III courses must be interdisciplinary.
 - b. They must be senior-level courses; thus, they will carry the prerequisite of senior standing (sr).
 - c. Tier III courses are expected to require prior course work in at least one of the relevant disciplines. An instructor who proposes a Tier III course without a curricular prerequisite must include in the course proposal a rationale for waiving this guideline.
 - d. Tier III courses are assigned course numbers by UCC, upon approval of the course.
 - e. Tier III courses normally carry four hours of credit.
 - f. They carry a Grade Eligibility Code of 1.
 - g. They should have an enrollment upper limit of 40 students.
 - h. Each Tier III proposal is to include a statement (approximately one paragraph) describing how a synthesis of disciplines will be achieved, as well as some examples of proposed outside assignments, evaluation techniques, and class strategies that will aid students in developing a capacity for interdisciplinary synthesis.
 - i. Tier III courses may not be specifically required in any program.
5. Normally, only Group I faculty with terminal degrees can offer Tier III courses: Non-Group I faculty with demonstrated significant expertise in the disciplines being integrated may be approved. Tier III courses proposed by regional campus faculty require approval of the regional campus and of the Athens department/school and college housing the faculty member's discipline.
6. Guidelines for Tier III Equivalent Courses:
 - a. The course should be at the junior or, preferably, the senior level.
 - b. The course should have substantial prerequisites that directly or indirectly force nearly all of the required program curriculum to be completed ahead of the capstone course. At least half of the credit hours [minimum of 2] should be earned at the senior level.
 - c. The course will carry a Grade Eligibility Code of 1.
 - d. The course will normally contain "SR" as part of its prerequisites.
 - e. The course will have an MCF prefix of the department offering the course.
 - f. Each Tier III equivalent course proposal is to include a statement which explains how the course includes a substantial amount of research, creative activity, design, or other types of open-ended tasks that are appropriate to the discipline or profession. The statement should also explain how the information is to be presented for purposes of grading the project. Each proposal is to also include a statement (approximately one paragraph) describing how a synthesis within a discipline will be achieved, as well as some examples of proposed outside assignments, evaluation techniques, and class strategies that will aid students in developing a capacity for synthesis.

J. Effective Dates

Effective dates for new courses and course deletions may be any quarter of the year. The effective date should permit addition to the Master Curriculum File and Schedule of Classes in a timely fashion and should be listed on the appropriate form as a quarter (e.g. Fall, Winter, Spring, Summer) and academic year (e.g. 2007-2008). As noted at the beginning of this document, the following deadlines must be observed:

Changes in courses must be approved by the UCC

by December 1 to be offered the following spring and summer quarter;

by March 1 to be effective the following fall quarter; and

by June 15 to be effective the following winter quarter.

New course proposals that carry Tier credit will become effective in the quarter specified on the proposals. Existing courses that become a Tier course will become effective at the date specified on the course proposal. Existing courses that change Tier categories will become effective in the Fall Quarter of the next undergraduate catalog.

K. Temporary Course Approval

New courses and course changes may be granted temporary approval for **one quarter**.

Typically temporary approval is granted in cases where approval by UCC has not occurred in time to meet the published deadlines.

Guidelines for the use of temporary course approval follow.

1. The college dean and the associate provost for academic affairs must approve temporary course offerings.
2. Courses proposed for general education (e.g. Tier I, II, and III) may not be granted temporary approval..

L. Experimental Courses

Departments or schools that wish to offer a new course once or twice before seeking permanent approval for the proposed course may wish to offer the course experimentally. The experimental course guidelines provide a direct procedure for provisional course approval without review by the University Curriculum Council. The guidelines also allow the colleges to maintain their curriculum standards. Experimental Course guidelines follow.

1. The instructor of an experimental course should be a tenure-track faculty member in the department/school offering the course.
2. The course should reflect the discipline of the instructor and the department/school.
3. Experimental courses count as electives and cannot be required.
4. Experimental course proposals should be received in college offices by the following deadlines:

February 1 to be offered the following Fall Quarter

May 1 to be offered the following Winter Quarter

October 1 to be offered the following Spring Quarter

November 1 to be offered the following Summer Quarter

Prior to the second offering, send notification to the appropriate dean's office, using the above deadlines.

5. An experimental course may be offered only twice. After two offerings, it will be removed from the MCF by the Registrar's Office.
6. Experimental courses may be offered for as many as five credit hours. Credit and contact hours should match for undergraduate courses.
7. Use the following number sequence for experimental courses:
 - 169 for first-year student courses only
 - 269 for sophomores and upper-level students
 - 369 for juniors and seniors
 - 469 for seniors only
 - 569 for graduate students

A letter suffix should designate each course. Consult your department's/school's MCF for the next letter to use; letters should not be repeated for different courses. DO NOT use H, I, J, O, T, or X.

M. Developmental Courses

Courses that are proposed to be developmental courses (courses considered remedial, and according to Ohio University policy, students may earn no more than eight credit hours toward graduation) should be submitted with a cover letter explaining the developmental intent of the course.

N. Intersession Courses

According to the Faculty Senate resolution "Proposal of Oversight of Intersession Courses" adopted 3/15/1999, existing courses that are to be taught during the intersession will undergo an additional process of review. This one-time review and approval process consists of response to the following questions:

1. How is the approach to teaching expected to change during the compressed format setting of the winter intersession?
2. How can the longer classroom sessions of the intersession be most effectively utilized? What might be a typical daily schedule of activity?
3. Work outside of class: Will any work be required of the student prior to the start of the course? Approximately how many hours? Will any work be submitted after the course is completed, perhaps during the regular winter quarter? Approximately how many hours? During the weeks that the class is meeting approximately how many hours outside of class will students need to put in?
4. What attention is being given to those students who might have to miss several days of the intersession because of other obligations?
5. **For Tier III or Tier III Equivalent only:** What unique factors must be considered regarding the achievement of synthesis during the compressed time period for the course?

Use Form 6, Intersession course Approval Form. Approval must be granted by the department/school and the College. Intersession approval is not granted by UCC. Completed forms, with signatures, should be forwarded by the College to the appropriate office.

O. Submission Guidelines

1. Submit fifteen (15) copies of all new course proposals and proposals for changes in existing courses. All proposed changes in courses, deletion of courses, and new courses must be approved by the department/school curriculum committee, department chairperson/school director, college curriculum committee, and the dean of the college before being sent to the University Curriculum Council office. At least five (5) copies of the 15 must contain a complete set of signatures by the chairs and the deans. The Individual Course Committee will consider only those forms received from the University Curriculum Council office. Incomplete new-course or course-change proposals will not be considered by the Individual Course Committee
2. Departments or schools submitting new courses and course change proposals that affect other departments or schools must consult with those units about the proposals and attach those unit's responses to the proposals.
3. An existing course that is to be divided into two sequential courses should be proposed as two new courses and the old course should be deleted. Similarly, a two-or-three course sequence to be consolidated should be proposed as a new course and the old courses deleted. The proposal should indicate that no credit will be given if the old course has been taken.
4. Proposed course changes should be made only to make minor modifications in existing courses. If the course content or description is being substantially changed [i.e., going from 3 to four hours or changing more than 20% of the content of the course], then a new course proposal should be submitted and the old course deleted.
5. A series of identical changes with identical reasons or documentation should be on one form. Check with the chairperson of the University Curriculum Council if there are any questions. The appropriate UCC form should be included as a cover sheet to indicate department, MCF prefix, nature of changes, effective date, etc.
6. Fees: The Provost's Office approves or disallows special fees after the course proposal has been acted upon by the University Curriculum Council. In general, special course fees are not allowed.
7. All new courses and course change or deletion requests will be given one year to complete the curricular process from the department curriculum committee to final approval by the University Curriculum Council. If final approval is not given within a year's time from the date of the department curriculum chair's signature, the course forms will be returned to the department curriculum committee for resubmission.

P. General Guidelines

1. The Individual Course Committee reviews proposals for new courses and course changes and recommends to the Council those changes in or deletion of existing courses and approval of new courses that seem to improve the University's course offerings. No permanent change is effective without the approval of the University Curriculum Council. Temporary approval may be granted by the Provost for one quarter ONLY.
2. The Individual Course Committee reviews all aspects of a course submitted for any change and makes recommendations for additional changes consistent with current policies and guidelines.
3. At the time the Review Committee of the University Curriculum Council is reviewing a department, the department should check the Master Curriculum File, *Schedule of*

Classes, and catalog materials for all undergraduate and graduate courses in that department for uniformity and agreement with the above guidelines. Serious problems should be referred to the Individual Course Committee.

5. New courses, changes, and deletions usually will be considered before the end of the academic year if they are received in the University Curriculum Council office by April 15.

UCC Form 15: February 2008