

Undergraduate Council

Guidelines for Submissions

1. All submissions must be made through the School/College Curriculum Committee.
2. Submissions **must** be received by 5:00 pm on the "Materials due" date in order to be assured of inclusion on the agenda for the next scheduled meeting.
3. If the electronic version being submitted includes the signature of the department chair or other appropriate administrator, you DO NOT need to submit hard copies. Otherwise, please submit a signed hard copy of the proposal(s) only. You do not need to submit hard copies of course syllabi, etc.
4. Proposals for new courses to be taught in the Spring 2018 semester should be submitted early enough for consideration at the October Council meeting. Proposals for new courses to be taught in the Fall 2018 semester should be submitted early enough for consideration at the February Council meeting.
5. Proposals for new undergraduate programs or for changes to existing program requirements to be effective in the Fall 2018 term should be submitted early enough for consideration at the February Council meeting. Complete (or near-complete) overhauling of course prefixes or course numbering will require even more lead-time and should be discussed with the Registrar's office in advance of their submission to Undergraduate Council.
6. Department or College representatives are invited to attend Council meetings in order to respond to questions or concerns raised by Council members.