Undergraduate Council
Proposal Guidelines & Procedures

Changes to Existing Undergraduate Majors and Minors

The Academic Senate has delegated the review of undergraduate curriculum to the Undergraduate Council (UGC). To ensure that proposals include the information necessary for deliberation and approval, the UGC has developed the following guidelines for proposing changes to existing majors & minors. If you have any questions, please contact the Undergraduate Council Senate Analyst.

A. Review Process

1. **Overview**
   Proposals should be submitted electronically to the UGC Senate Analyst.

   The proposal will be reviewed (1) for compliance with Senate policies & Regulations, and (2) to ensure that it includes all of the required items listed below. If the proposal is complete, it will be added to the agenda of the next appropriate meeting. Please note that proposals may take more than one meeting to finalize. The UGC recommends that Departments & Programs submit their proposals at least two quarters before the desired effective term in order to ensure timely completion of the review process.

2. **Deadlines**
   The UGC meets monthly during the regular academic year and has established proposal deadlines for each meeting. Both the meeting schedule and proposal deadlines are published at the beginning of each academic year and may be found on the UGC webpage. To ensure that changes to undergraduate majors and minors are reflected in the upcoming UCSD General Catalog, please refer to the Academic Senate Catalog Copy webpage and check the relevant deadlines.

B. Proposal Format and Requirements

1. **Cover Memo**
   The proposal should include a brief cover memo from the relevant Department Chair/Program Director(s) addressed to the UGC, copied to the UGC Senate Analyst. All communications from the UGC will be addressed to the faculty identified in the cover memo.

2. **Executive Summary**
   Each proposal must include an executive summary. This should provide a concise outline of the request, its rationale and justification, and the proposed effective date.

3. **Requested Changes**
   The proposal should outline the specific changes being requested and any transition measures required to effectively implement these.

4. **Rationale and Justification**
   A thorough justification and academic rationale for the changes must be provided. Departments & Programs should articulate why the changes are needed and appropriate.

5. **Curricular Requirements**
   A detailed statement of the revised academic requirements must be provided. This should include, but is not limited to:
   a. all course requirements, including (1) lower and upper division "core" course, (2) emphasis courses (if required), and (3) permitted electives (if appropriate);
   b. any other program requirements (pre-major requirements, unit requirements, residency, etc.);

c. sample 4-year program of study.

6. **Relationship/Impact of Proposed Major/Minor on Existing Academic Programs**
In relevant cases, Senate review may also take into consideration how the proposed changes may impact related Departments & Programs. The UGC requires that the proposing Department/Program do the following:
   a. Contact Departments, Colleges and Programs implicated in the proposed curricular requirements (in course requirements, prerequisites, and any other academic requirements) to assess the impact of the proposed changes on the unit's academic and administrative resources. The responses must be attached to the proposal as section C.1 (below). The UGC recommends that the appropriate Divisional Deans or College Provosts be copied on this correspondence and any responses from them included in the proposal.

7. **Academic and Administrative Resources**
The proposal should define the academic and administrative resources required to support the proposed changes. Department & Programs must outline how they plan to provide these. Letters of support from those responsible for assessing and providing Department/Program resources (Divisional Dean, College Provost) are appropriate and recommended. In cases where no additional resources will be needed, this must be stated and explained.

C. Supplementary Proposal Requirements

1. **Statements from Relevant Departments and Programs**
Please refer to section B.6. Departments, Colleges, and Programs impacted by the proposal must be consulted and their positions included in this request. Please note that endorsement of the proposal from related academic units is not necessary for approval from the UGC. Rather, the UGC seeks to include all relevant campus perspectives in its review of curricular proposals.

2. **Catalog Copy**
The proposal must include catalog copy with the proposed revisions.   The revisions must be incorporated into catalog copy downloaded from the Academic Senate Catalog Copy webpage. Please follow the directions posted on the webpage.

3. **Course Approval Forms**
If the proposal involves creating new courses or modifying existing courses, the proposal must include draft course approval forms for these courses. You may prepare the course approvals in eCourse and submit a PDF file of the *Request Summary* (generated in eCourse) with the proposal. The drafts should remain in the preparation stage until the UGC's review is complete. Once the proposed curricular changes are approved, the UGC will ask the department or program to formally submit the course approval forms in eCourse for final approval. The course requests must match the drafts submitted with the proposal unless changes were requested by the UGC.