

**INSTRUCTIONS for
UNIVERSITY CURRICULUM COMMITTEE
UNDERGRADUATE COURSE/CURRICULUM CHANGE**

1. For anyone not preparing the form, fewer changes per proposal are desirable.
2. If more than one change can clearly be accomplished with one form, be sure and place the exact numbers in the boxes you indicate as changes. Remember that numerous individuals will be reading these proposals; your intent for all changes must be clearly stated.
3. When preparing this form, keep in mind the logical order in making your presentation to the University Curriculum Committee.
4. If more than one page will be necessary, please use the header section to number your pages.
5. If more than one proposal will go to the UCC at one time, please note in which order you wish the proposals to be discussed.
6. As you are preparing the form, please keep print costs in mind and when you have completed the form, look to see if there are blank lines you can eliminate in order to facilitate a one page document plus the required attachments.
7. The Board of Trustees meets to approval fees in June of each year.
8. The ACHE meeting schedule is March, June, September, and December of each year.
9. Check with your college dean to find college curriculum committee meeting dates to meet the deadlines stated in #7 and #8 above.
10. The following changes WILL require changes to one or more Faculty Credential Certification Form: New Courses, Change in Course Title, Change in Course Number, and Deletion/Inactivation of Courses.