Guidelines for Approval of Proposed Changes to Undergraduate Programs

A change in curriculum is normally initiated by the department of committee that sponsors the curriculum. The proposed change is considered first by the appropriate Executive Committee, and then by the Committee on Educational Policy. If both committees consider the change to be noncontroversial, the proposed change is placed on the Consent Calendar for a meeting of the Riverside Division of the Academic Senate.

1. The requesting program should obtain the Word document with the exact current catalog copy from the Catalog Department. This should go into a two column format with the Present side being the current catalog copy (on the left) and the Proposed side being the new language (on the right). On the Present side, strikethrough should be used to cross out affected areas and on the Proposed side, underline function should be used to note new wording.

Please see Attachment A for the format of the proposal.

2. Program and Executive Committee staff and faculty should take great care to proof read the revisions, recalculate units, and provide a thorough justification for the changes. As regards to the justification, it is helpful to reviewing parties if the program addresses the motivation for the change, the anticipated impact of the change on student participation in the program, and the resources required by the program. In addition, the way in which the change will be implemented with respect to students already in the program should be specified.

3. If the proposed changes include newly required courses from other programs, then a statement should be made in the Justification that the department has been consulted and has agreed to provide access to those courses,

4. All curriculum changes that affect admissions are also routed to the Committee on Undergraduate Admissions.

5. All proposals for changes in curriculum should be submitted as early in the academic year as possible, if the anticipated start date for the revision is fall of the following year. Ideally, this is well before the middle of March of the prior academic year. Changes should be sent to the Senate Analyst who supports the CEP and will audit the proposal and forward to CEP for review and vote, before it ultimately is put on the Fall, Winter, or Spring Division meeting calendar.
For Undergraduate Curriculum changes to the program requirements:

**Submissions must be received in the Academic Senate Office in the following format; any other format will be returned to the College Office and any delay could result in missing deadlines.**

Departments should contact the catalog office to get a Word file of the most current program copy to use in a change proposal. Do not submit in the form of a memo.

Format your document as follows:

Margins: 1” top margin; 1” bottom and side margins

Font: Times New Roman, font size 11 (please do not change font size within the document); no colors, boxes/borders, page numbers or dates or times except for date of the Division meeting in the heading

1. Begin each item on a line by itself.
2. Capitals are used at the beginning of each line.
3. No semicolons are used at the ends of lines.
4. No periods are used at the end of lists.
5. All subject area abbreviations should be in all caps, i.e. HIST, BIOL
6. If a course is cross-listed, all cross-listings should be included and in alphabetical order (e.g. ETST 130/HIST 130/SOC 130)
7. Commas are used to separate course listings unless there are groups of courses, that is, series courses, which might need to be separated by semicolons.
8. On Present side, strike thru all items being deleted – words or punctuation. On Proposed side, underline ALL additions/changes.
9. Departments must ensure that the courses they list have been approved by Committee on Courses or at least provide a note documenting which courses are pending approval.
10. If there is no change to a section of a major, departments can simply insert “[no change]” on the Proposed side for that section.
11. Departments should not include the section of the catalog copy describing the department and the major; Executive Committees and Educational Policy Committee do not approve such descriptions.
SAMPLE:

EXECUTIVE COMMITTEE  
COLLEGE OF [name of college]  

REPORT TO THE RIVERSIDE DIVISION  
May 30, 2006

To be adopted:

Proposed Changes to [name of major/minor]

<table>
<thead>
<tr>
<th>PRESENT:</th>
<th>PROPOSED:</th>
</tr>
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<tbody>
<tr>
<td>1. Text</td>
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<tr>
<td>2. Text</td>
<td>2. Text</td>
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<tr>
<td>a) Text</td>
<td>a) Added/changed text</td>
</tr>
<tr>
<td>b) Text</td>
<td>b) Text</td>
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<tr>
<td>(1) Text</td>
<td>(1) [no change]</td>
</tr>
<tr>
<td>(2) Text</td>
<td>(2) Text</td>
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<tr>
<td>(a) Text</td>
<td>(a) [no change]</td>
</tr>
<tr>
<td>(b) Text</td>
<td>(b) Text</td>
</tr>
</tbody>
</table>

Justification:

Include Justification for EVERY change/addition/deletion

APPROVALS:

Approved by the faculty of the Department of __________: Date
Approved by the faculty of the College of __________: Date [if necessary]
Approved by the Executive Committee of the College of ______: Date
Approved by the Committee on Educational Policy: Date