Committee on Educational Policy
Guidelines for Approval of Proposed Changes to Undergraduate Programs

A change in curriculum is initiated by the department or committee that sponsors the curriculum. The proposed change is considered first by the appropriate Executive Committee, and then by the Committee on Educational Policy (CEP). 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.

When composing proposed program changes the CEP requests that the following guidelines be followed:

1. The requesting program should obtain the Word document with the exact current catalog copy from the Catalog Editor. The proposed program change should be formatted in a Word document with a two column format. The left column is labeled "Present" and includes the current catalog copy. The right column is labeled "Proposed" and includes the proposed new language. On the **present side**, the strikethrough function is used to cross out affected areas and on the **proposed side**, the underline function is used to note new wording. **Please see Attachment A for the format that each proposal should be in upon submission to CEP.**

2. When submitted to CEP, the proposed program change must be accompanied by the CEP coversheet for the approval of proposed program changes. The cover sheet can be downloaded from CEP's webpage (senate.ucr.edu/committee/?do=info&id=10) and is included in Attachment 2 of this document.

3. Program and Executive Committee staff and faculty must take great care to proofread the proposed revisions, recalculate units, and provide a thorough justification for the changes. The justification must address the motivation for the change, the anticipated impact of the change on student participation in the program, and the resources required by the program. How the change will be implemented with respect to students already in the program should also be specified in the justification.

4. If the proposed changes include newly required courses from other programs, then a statement should be made in the justification that the other program's department has been consulted and has agreed to provide access to the courses.

5. All curriculum changes that include proposed changes to admission requirements are also routed to the Committee on Undergraduate Admissions for review.

6. If a proposed change affects another department's program, that department must be consulted and all affected programs must submit the same proposal for changes to undergraduate requirements.

7. All proposals for changes in curriculum to become effective in Fall of the following year should be submitted to CEP as early in the academic year as possible and no later than the last week of

February in order to allow sufficient time for review by CEP and the Committee on Undergraduate Admissions as needed. After CEP's approval the program changes are reported on the agenda for adoption at the next Division Meeting.

Attachment A – Format for Proposed Changes to Undergraduate Programs

Submissions of proposed changes to undergraduate programs 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 Editor to get a Word file of the most current program copy to use in the proposal. Do not submit the proposal in the form of a memo.

The document must be formatted as follows:

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

Font: Times New Roman, font size 11
> ➢ Do not use: fonts in colors other than black, text boxes, borders, page numbers, and dates/times in the footer/header.

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, use the strike through function on all items being deleted – words or punctuation. On **Proposed** side, use the underline function for ALL additions/changes.

9. Departments must ensure that all courses they listed have been approved by the Committee on Courses.

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 as the College Executive Committees and CEP does not approve this portion of the catalog copy.

12. In the approvals section of the document, the date of the approval of the faculty of the department, faculty of the College and Executive Committee must be required.

The following is the sample format for the document. A word template is found on CEP's webpage (http://senate.ucr.edu/committee/?do=info&id=10) to assist departments in compiling the proposed changes:

EXECUTIVE COMMITTEE
COLLEGE OF [insert name of college]

REPORT TO THE RIVERSIDE DIVISION
(insert date)

To be adopted:

Proposed Changes to [name of major/minor]

PRESENT: **PROPOSED:**

1. Text   1. Text
2. Text   2. Text
   a) ~~Text~~   (a) <u>Added/changed text</u>
   b) Text   (b) Text
     (1) Text   (1) [no change]
     (2) Text   (2) Text
       (a) Text   (a) [no change]
       (b) Text   (b) Text

Justification:

Include justifications for **EVERY change/addition/deletion** that is made.

Approvals:

Approved by the faculty of the Department of _____: (insert date)
Approved by the faculty of the College of _____: (insert date)
Approved by the Executive Committee of the College of _____: (insert date)
Approved by the Committee on Educational Policy: (insert date)

Attachment 2 – Coversheet for Request for Approval of Proposed Changes to Undergraduate Programs

Committee on Educational Policy
Coversheet for Request for Approval
Of Proposed Changes to Undergraduate Programs

Program:	Click here to enter text.
Department:	Click here to enter text.
Affected Programs:	Click here to enter text.
Interdisciplinary Program: (if yes, please list other programs affected)	
Date:	Click here to enter text.
Proposed Effective Date:	Click here to enter text.

Faculty Contact:	Click here to enter text.	Email:	Click here to enter text.	Phone:	Click here to enter text.
Prepared by:	Click here to enter text.	Email:	Click here to enter text.	Phone:	Click here to enter text.

Proposed Modification(s)
(please check all that apply)

☐   Admission requirements

☐   Unit requirements

☐   Course requirements – *Course changes/new courses MUST be approved in CRAMS prior to program change submission.*

☐   Other (please describe):

The attached proposal must include the proposed modifications as formatted in the example below. The existing requirements must be included in the left column, and the proposed revisions on the right. Proposed additions must be underlined and deletions must be ~~stricken~~. A justification must be included for **EVERY change/addition/deletion** that is made.

The Committee on Educational Policy's (CEP) Guidelines for Approval of Proposed Changes to Undergraduate Programs should be consulted for the proposal process and format of the document. In addition, a word template for proposed changes is available for departments to utilize. Both documents can be found on CEP's webpage (http://senate.ucr.edu/committee/?do=info&id=10).