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Revised -- June 17, 2009

**Memorandum**

To: Academic Unit Heads  
Program Directors  
Academic Program Committee Chairs

From: Sharon Haughton, Administrative Services Coordinator

*Sharon* [sharon.haughton@cba.ufl.edu]

Re: Guidelines & Routing for Program/Degree and Curriculum Changes

Procedures for review of program/degree proposals and curriculum issues have had significant changes within the last year.

The Dean/Sr. Associate Dean's office must be notified of all curriculum related issues (program/degree proposals) at the earliest possible stage of planning and throughout the process. I will be your contact and distribution person and will assist you in determining procedure. Course changes, additions, and deletions must now be submitted via the new on-line approval system ([www.approval.ufl.edu](http://www.approval.ufl.edu)).

Nothing should be submitted to the Registrar's Office, University Curriculum Committee or the Graduate School directly from any program or department office. It must be submitted under the signature of the dean or associate dean and routed through this office or through the approval system as appropriate.

For your guidance, the materials required for program and/or course proposals and the approval route are outlined below. Please contact me if you have questions.

Attachments:

Steps for Processing Program/Degree Proposals and UCC1/UCC2  
Checklist for Creating Syllabi  
Requirements for Program Proposals

cc: M. Calvert L. Braden B. Trobaugh D. Boneparth Jamie. Kraft  
P. Kenney D. Himes K. Herring K. Cupoli J. McNulty  
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*The Foundation for The Gator Nation*

**STEPS FOR PROCESSING PROGRAM/DEGREE PROPOSALS  
AND UCC1/UCC2 ( CURRICULUM FORMS)**

UCC forms can be found on the web at: <http://www.it.ufl.edu/projects/workflow/>.

- Select the appropriate interactive UCC1 or UCC2 form on the web and type directly into it.
- Save the form on your computer to be used as an attachment in the “Approval” system for your request.

All new course proposals (UCC1) and requests for significant changes, i.e. changes in credit hours and substantive change in title (UCC2) must be accompanied by a syllabus. (*See policy on course syllabi at [http://www.ir.ufl.edu/fac\\_handbook/syllabi/htm](http://www.ir.ufl.edu/fac_handbook/syllabi/htm)*):

It is important that UCC1 forms include **proposed course numbers**. Each department has a university representative for common course numbering who can recommend course numbers.

ACG – D. DeSantiago	FIN – C. Tapley
BUL – V. Maurer	GEB, MAR – B. Ray
ECO, ECP, ECS – D. Waldo	MAN – M. LePine & P. Thompson
ISM, QMB – P. Thompson	REE – W. Archer

Reference materials for choosing course numbers are available on-line at [http://scns.fldoe.gov/scns/public/pb\\_index.jsp](http://scns.fldoe.gov/scns/public/pb_index.jsp) or in my office,

Proposals are to be submitted to this office for review prior to distribution to the appropriate curriculum committees for approvals before they are forwarded, first to the faculty at a Faculty Meeting, then to Graduate or University Curriculum Committee. **Please** do not submit these directly to college committees.

Program/Degree proposals that require Senate and/or BOT/BOG approvals will be automatically forwarded from the University Curriculum Committee.

Approved course proposals are forwarded to the SCNS office in Tallahassee. When final approval from that office has been received, the new courses or changes are input into the University’s Curriculum Inventory and copies of approved UCC forms are sent from the registrar’s office, then to the college office for distribution to program and/or department offices.

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**Approval Route of Proposals**

- A) To Department Faculty (if applicable)
  - 1) Course proposals are submitted through the on-line course approval system after faculty approval
  - 2) Program proposals are submitted with a transmittal memo after faculty approval to this office, where it will be sent to the appropriate committee
- B) To Program Committee (Undergrad, Masters, MBA or PhD)
  - 1) Course materials from the approval system are printed from the approval site and submitted to the committee with no further action entered in the system at this time.
- C) To College Faculty (faculty meeting)
  - 1) On approval of course proposals, the proposal is approved on-line, which then automatically forwards the proposal to the appropriate curriculum committee.

- 2) Approved program proposals are forwarded to the Graduate Council
- D) Graduate Council and/or Graduate Curriculum Committee approvals are forwarded to University Curriculum Committee
- E) University Curriculum Committee forwards approvals to the next appropriate level
  - 1) Course proposals are forwarded to the SCNS (State Course Numbering System) office via the approval system
  - 2) Program proposals if further approvals are required, are forwarded to the Senate, etc.
- F) The final step in the process is notification to the college
  - 1) Sharon will notify departments and program offices for implementation

**ALL SYLLABI SHOULD INCLUDE THE FOLLOWING**

*(see policy on Course Syllabi at [http://www.ir.ufl.edu/fac\\_handbook/syllabi.htm](http://www.ir.ufl.edu/fac_handbook/syllabi.htm)):*

- \_\_\_        \_\_\_    Course title, professor's contact information including office location and telephone number; TA contact information if applicable
- \_\_\_        \_\_\_    Office hours for the Professor (and TA if applicable) during which students may meet with the Professor
- \_\_\_        \_\_\_    Course objectives and/or goals
- \_\_\_        \_\_\_    A topical outline (at least tentative) of subjects to be covered
- \_\_\_        \_\_\_    Methods by which students will be evaluated and their grade determined
- \_\_\_        \_\_\_    Policy related to class attendance
- \_\_\_        \_\_\_    Policy related to make-up exams or other work
- \_\_\_        \_\_\_    A statement related to accommodations for students with disabilities such as:  
"Students requesting classroom [ADA] accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation."

Suggested additional information:

- \_\_\_        \_\_\_    Critical dates for exams or other work
- \_\_\_        \_\_\_    Class demeanor expected by the professor (late to class, cell phones, etc)
- \_\_\_        \_\_\_    The university's honesty policy regarding cheating and use of software
- \_\_\_        \_\_\_    Phone numbers and contact sites for university counseling services and mental health services

In addition, the UCC form calls for:

- \_\_\_        \_\_\_    List of readings

## **REQUIREMENTS FOR PROGRAM PROPOSALS**

### **Included the following:**

- Description of program
- Rational & needs assessment
- Recruitment of students
- Admissions/applications requirements
- Assessment of current & anticipated faculty
- Curriculum & examination

#### **(for Masters Programs)**

- Required & elective courses
- Provision for final (comprehensive) exam - what it is and when it will be taken

#### **(for MBA)**

- Sample curriculum
- Total credits
- Capstone course, what it is and when it will be taken
- "New course forms/UCC1" and associated syllabi for any courses not currently in College Curriculum
- Program comprehensive final examination policy
- Program effective date
- Supervisory Committee (describe composition, including members from both Colleges)

#### Signature/Approval page

- Program and/or Dept Committee
- Dean or representative