

SCSU Undergraduate Curriculum Forum

Flow of Proposals

v. 19

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Approved at Senate xxxx

The flow of proposals outlines processes for generating, revising, and approving undergraduate curriculum (including courses and programs) at SCSU. This document is an extension of the Undergraduate Curriculum Forum bylaws.

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Overview

Before Submission to UCF: Faculty generate proposals; departments (or interdisciplinary steering committees) review and approve (in some cases, school/college curriculum committees also review

and approve)

At UCF: Proposal reviewed and approved by appropriate standing committee and the full UCF

After UCF Approval: Proposal reviewed and approved by provost's office (and in some cases the Board of Regents); curriculum implemented by the registrar

Preparing Your Proposal

Proposals for new and revised curriculum (courses and programs) must be initiated by faculty using the forms and directions located on the UCF Confluence site.

Proposers, departments, interdisciplinary steering committees, and school/college curriculum committees may consult with the UCF or UCF standing committees at any point in the process.

Drafting the Proposal

Faculty proposers are encouraged to consult with their departments (or interdisciplinary steering committee) as proposals will be submitted by the proposer on behalf of the department (or interdisciplinary steering committee).

Faculty developing program proposals are also encouraged to consult with appropriate deans (to discuss resources and other logistics) as well as the Provost's office (for assistance in with the BOR approval or notification process).

Department Curriculum Committees & Departments

Department Curriculum Committees (DCCs) conduct a thorough review of proposals and work with faculty proposers to make any necessary revisions.

DCC membership is determined according to a department's bylaws.

After approval by the DCC, the proposal moves to the department for review. Small departments may use the full department in lieu of the DCC.

Upon approval by the DCC, the full department reviews and votes on the proposal in accordance with their bylaws.

Interdisciplinary Programs Housed Outside of Departments

Proposals related to interdisciplinary programs housed outside of departments are reviewed and voted on by the interdisciplinary program's steering committee. Steering committees function as both the DCC and department in the proposal review and approval process.

Steering committee membership is determined by the interdisciplinary program's bylaws.

School/College Curriculum Committees

Schools and colleges may opt to use the school/college curriculum committee (SCC/CCC) as an additional layer of review for program proposals within the school/college. Course proposals are not subject to SCC/CCC review.

Currently, the College of Education and School of Business utilize the SCC/CCC. Membership of school/college curriculum committees should be determined by school/college-wide vote.

If faculty in a school/college wishes to change their status (add a SCC/CCC or remove it), they may request the UCF poll all full-time faculty in the school/college. The outcome of the poll will be determined by a simple majority.

If a faculty proposer is submitting a program proposal in a school/college utilizing a SCC/CCC, they should submit their program proposal to the SCC/CCC after approval by the department or interdisciplinary program steering committee; faculty proposers may also consult with the SCC/CCC during the development of their program proposal if they wish.

Upon receiving a program proposal, SCC/CCCs have 4 academic weeks to issue a decision (approve, revise, reject).

Program proposals requiring SCC/CCC review will be routed to the SCC/CCC by the UCF proposal workflow.

Should the SCC/CCC reject the proposal or ask for revisions the faculty proposer disagrees with, the faculty proposer may appeal the decision to the UCF by submitting the proposal package with an explanation of why they wish to appeal the SCC/CCC decision. In the case of such an appeal, the UCF standing committee reviewing the proposal will consult with the SCC/CCC as part of the proposal review.

Notifications

Faculty proposers must notify any departments or interdisciplinary programs potentially impacted by their proposal using the notification feature of the UCF proposal form.

Impacts may include, but are not limited to, revisions to courses included in a program outside the proposer's department and creation of courses or programs that may have content overlap with existing courses or programs.

The following special notifications should also be observed:

Educator preparation programs housed outside of the College of Education should also notify the office of the Dean of the College of Education of any program changes

Faculty proposers are not required to include responses to notifications, nor must they receive affirmative proceed with their proposal.

UCF standing committees may request additional notifications be made as part of their review of the proposal. In the event additional notifications should be made, the appropriate steering committee chair or UCF chair will forward the proposal and note the additional notification in the approval comments.

Departments/interdisciplinary programs with concerns about a proposal may submit their concerns in writing (via email) to the appropriate standing committee or to the UCF. UCF members, department chair/ interdisciplinary steering committee chairs, and proposers may also speak to concerns about a proposal during UCF standing committee or UCF discussions.

Submitting Your Proposal to UCF

Once a proposal is approved by the department (and by the SCC/CCC when relevant), the proposal should be submitted to UCF using the links and directions on the UCF Confluence site.

Proposal's status will be listed on the UCF tracker (linked in Confluence). Questions about proposals can be addressed to the UCF chair via ucfoffice@southernct.edu.

Actions of the UCF

Standing Committees

The UCF chair will route proposals to the appropriate UCF standing committee for review as follows.

New and Revised Courses

New and revised course proposals are reviewed by the Notifications Management Committee (NMC).

- new course proposals: used to create courses not previously offered
- revised course proposals: used to revise existing courses (including those that have been removed from the catalog)

Revised Programs

Revised program proposals are reviewed by the Notifications Management Committee (NMC).

- revised degree program proposals: used to revise existing degree programs including the creation of new concentrations
- revised minor proposal: used to revise existing minors housed in departments
- revised interdisciplinary program proposals: used to revise interdisciplinary programs governed by steering committees
- revised certificates program proposals: used to revise undergraduate certificates, postbaccalaureate certificates, and educator preparation certificates

New Programs

New program proposals are reviewed by the University Wide Impact Committee (UWIC).

- new degree program proposals
- new minor proposals
- new interdisciplinary program proposals
- new certificate proposals

Program Suspension, Discontinuation, and Reinstatement

Proposals to suspend, discontinue or reinstate a discontinued or suspended program are reviewed by the University Wide Impact Committee (UWIC).

- In the event a proposal to discontinue a program is received from the department that houses the program, the review process described in this document will be followed.
- In the event a proposal to discontinue a program comes from another party, the review process outlined in article 5.20 of the Collective Bargaining Agreement will be followed.

W-Courses

W-course proposals are reviewed by the Writing Across the Curriculum Committee (WACC).

New or revised courses seeking to add, remove, or modify W course status will submit the W Course Addendum as a part of their course proposal.

LEP Courses

LEP course proposals are reviewed by the Liberal Education Program Committee (LEPC).

New or revised courses seeking to add, remove, or modify LEP course status will submit the LEP Addendum as part of their course proposal.

Standing Committee Review Process

Standing committees (NMC, UWIC, WACC, LEPC) shall take one of the following five actions on proposals:

1. Approve the proposal as is.
2. Approve with minor (e.g. syntax) changes. These changes may be made by the committee with the consent of the department.
3. Return with substantive concerns that need to be addressed. For process purposes, this should be considered a rejection. The following procedures may be followed if the department does not consider the objections to be valid.
 - The faculty proposer may meet with the standing committee. If the committee is persuaded, the proposal is approved and moves on.
 - If the standing committee stands by its evaluation, the department may choose to make the suggested changes or appeal the decision to UCF. UCF either approves or rejects the proposal.
 - If the proposal is rejected, the department may either modify it according to UCF's recommendations or withdraw it.
4. Proposal is rejected outright. Reasons for rejection must be provided. The appeal process follows the procedure listed in #3.
5. Table the proposal if further information is needed or if the amount of business exceeds the time allotted for the meeting.

If no action has been taken by the standing committee in four academic weeks, the proposal is considered pocket approved. The faculty proposer notifies the UCF chair.

UCF Review Process

Recommendations from standing committees shall be considered actions of UCF unless they are challenged at the UCF meeting.

If challenged, the proposal is put before UCF for thorough review. The UCF shall take one of the following four actions:

1. Approve the proposal.
2. Propose modifications to the proposal.
 - If the modifications are acceptable to the department, UCF approves the proposal.
 - If, after discussions between UCF and the department, the department deems the modifications unacceptable, UCF may reject the proposal.
3. Return the proposal to the department at the department's request.
4. Reject the proposal.

Special Topics Courses

Faculty may propose special topics courses using the link and directions on the UCF Confluence site. Special topics courses may run a maximum of three semesters.

Special topics courses receive an expedient review at the department level. Special topics courses running as LEP courses will undergo an additional level of review, specifically of the LEP addendum, by LEPC following the procedure for new courses outlined above.

The UCF chair will log special topics courses and enter them into the UCF minutes. Logging of special topics courses by the chair shall be considered an action of the UCF and permission for the special topics course to run.

The Role of Deans

Proposers and departments/interdisciplinary steering committees may give the dean the opportunity to review proposals as it is being developed.

Deans receive a copy of all proposals after approval by the department.

Deans may submit written responses to proposals to UCF. Such responses will be included in the proposal packet and considered during the UCF review process.

A negative response from a dean shall not stop a proposal from going forward through the curriculum approval process; however, departments are encouraged to work with Deans to make sure that curriculum can be implemented as written.

Deans may speak at any committee meeting where a proposal is being considered.

Recommendations on Approved Proposals from UCF to the Provost

Approved proposals shall be recommended for acceptance to the Provost of the University or the Provost's designee. Special topics courses do not require acceptance by the Provost or Provost's designee.

All recommendations from UCF to the Provost of the University or the Provost's designee shall have the effect of a resolution from the Faculty Senate, which requires a response to UCF by the Provost or the Provost's designee on the recommendation. This response may take the form of a signature on the approved proposal.

Addendum on Alternate Course Codes

The purpose of this policy is to allow interested departments to list their course under an alternate/second course code (subject prefix). This will allow the department to then schedule the course as cross-listed sections under both codes.

This policy is designed so that the department that originally created the course retains control over the curriculum of the course and remains responsible for scheduling and staffing the course. Courses with an alternate course code must always be scheduled under both codes until such time as one party wishes to end the agreement.

Courses with alternate course codes will automatically be set as equivalent. All characteristics of the course including title, prerequisites, restrictions, grading, general education attributes, and catalog description will be the same for both courses.

While departments are encouraged to maintain an ongoing dialogue about the alternate course code course on matters of revision, scheduling, and staffing, these are ultimately the purview of the owner department.

Making the Decision

Alternate course codes can only be created with the agreement of both departments and the understanding that the department that originally created the course will retain ownership (meaning the right to revise, schedule, and staff the course).

Departments are encouraged to have meaningful conversations about the benefits and potential consequences of creating an alternate code, including how the creation of a second course code will impact students' understanding of the curriculum and the way courses slot into existing curriculum.

Creating the Two Courses

If a department wishes to add a second course code for an existing course, they may add the second course code through a Revised Course Proposal.

If a department wishes to create a new course under two course codes, the owner department should create the course and add the second course code on the New Course Proposal.

While ideally the alternate course code course will use the same number as the original course, a similar number (as in a 2XX for a 2XX) may be used if the identical number is not available. Departments should not submit course revisions just to make course numbers match.

Note that responsibility for drafting and submitting both the new and revised course proposals lies with the department that will own the course.

All course proposals must be reviewed by and voted on by the department curriculum committee (where one exists) and the full department. A submission of a course proposal to the university curriculum committee that includes the creation of an alternate course code, indicates that the department has voted to create the alternate code.

Course proposals that include the addition of an alternate course code must also include a memo from the chair of the second department (the department requesting the alternate code) indicating the outcome of a departmental vote on creating this alternate code.

Revisions of Courses with Two Course Codes

Once a course has an alternate course code, any revision to the original course will always apply to the alternate course code.

Revised course proposals for courses with an alternate course code must indicate on the proposal the alternate course code. They must also notify the secondary department about the nature of the revision.

If the secondary department objects to the proposed revision, they may end the agreement as described in the section below. The objection of the secondary department to any proposed revision shall not weigh more heavily than that of any other department in the university curriculum committee's consideration of the proposal.

Only the department that owns the original course may submit a revised course proposal. An alternate course code course may never be submitted for revision by the secondary department. Any proposal submitted to the university curriculum committee under only an alternate course code will be rejected.

Ending the Alternate Course Code

The agreement to use an alternate course code may be ended at any time by either participating department.

To end the agreement, either department may send a written memo to the university curriculum committee office indicating the desire to end the alternate course code. This memo should include a departmental vote tally and evidence of notification to the other department.

These memos will be acknowledge as received by the university curriculum committee chair at the next university curriculum committee meeting and recorded in the minutes.

The memo will be forwarded to the Provost's office for notification and to the Registrar for implementation.

Memos received by the curriculum body by Feb. 1 will be implemented the following catalog year. The alternate course code will remain in place until the end of the catalog year during which the memo is processed.

At the end of the catalog year, the alternate code will be set as inactive and removed from the catalog. The course number may not be reused as with any inactive course.

Registrar Records & Catalog Listings

The Registrar records ownership of all curriculum. In the case of alternate course codes, both courses will be listed as owned by the department that originally created the course.

The Registrar will also maintain a list of these courses, accessible as needed to the university curriculum committee.

The catalog listings for these courses will be identical and will indicate the other course code the course is listed under (Example: *Also offered as equivalent course BBQ 101*). Catalog entries will also indicate department ownership.

Programs will decide which course code to use in their program. Only that code will appear in the catalog listing for the program and on the Degree Evaluation; however, since the courses are equivalent, both codes will automatically slot should the student take the course under the other code.