



Undergraduate Curriculum Change Form

COLLEGE OF ENGINEERING AND APPLIED SCIENCE

Major Department Curriculum Change Form B.S. Undergraduate Programs

ARTICLE VI:

Curriculum changes in the College of Engineering and Applied Science BS degree programs need to be communicated internally and externally so that faculty, advisors, and students are well-informed of degree requirements. The following is the procedure:

- a) After major department vetting and endorsement, the Major Department Undergraduate Curriculum Committee (or Committee Chair) submits the “Major Department Curriculum Change Form” to the Associate Dean for Education (ADE) and the Undergraduate Education Council (UEC). The major department presents the rationale for the curriculum change and receives preliminary feedback from the members of the UEC.
- b) The Associate Dean reviews the proposed curriculum changes and forwards the proposal to the members of the UEC and the Administrative Council. Each recipient has 14 days in which to discuss the proposal with his/her faculty and to collect any reactions. Written responses, if any, should be returned for review by the Associate Dean and for discussion at UEC.
- c) A discussion of the impact of the proposed curriculum change will be held at the UEC meeting following the submission of the proposal (usually the following month but not fewer than 14 days after proposal submission).
- d) If issues are raised within the 14 day period or during the UEC discussion, the Associate Dean will compile and convey feedback to the proposing department’s Undergraduate Curriculum Committee to address these issues and will consult with Administrative Council. The Associate Dean will then mediate a mutually-agreeable resolution of the curriculum change with representatives of the proposing and affected departments.

