

Adding or Dropping Elective or Option Course(s) from a Curriculum

Adding or dropping elective courses within a particular degree plan or subplan will not result in the establishment of new requirements, but increases or decreases elective course selection options within the program. Such a revision will not require the creation of a new degree key/audit.

Required Documentation

Curriculum Action Memorandum addressed to (UCCC) to include:

- Title, SIS code (ex: 13SCIEDBS) and Term date(s) (ex: Sum2, 09) of the plan(s) and/or subplan(s) affected
- List the revision(s) being proposed and reason for each revision; indicate the title or other identifier for the elective group in the Degree Audit that is being revised.
- The impact of the revision on other departments/programs, include consultation correspondence if applicable
- Proposed effective date for revision
- Include signature lines or attach signature page (If the curriculum is jointly administered between two or more colleges, the signatures of the other College(s) must be represented on the signature page.)

Attachments to include with the Curriculum Action Memo as applicable:

- **If the revisions affect the 8-semester display** for the curricula such as in footnotes where there is a listing of elective courses or groupings of options, provide a copy of the [current 8-semester display](#) for the curriculum being revised and mark the needed revisions in red/highlight on the display and in the footnotes as applicable. (See Semester-by-Semester plans)
 - **Note:** If revisions are significant, prepare a new 8-semester display (**Format A**) and list of requirements (**Format B**) incorporating the revisions and submit preferably as a Word document (a PDF is acceptable).
- [Consultation correspondence](#) (ex: If course being dropped/added is outside of the program's college.)

Approval Process

Upon completion of the above documentation and with signature of the Head of the Department or program, the action should be submitted to your [College Liaison](#) for approval by the College Course and Curriculum Committee and Dean. Upon approval at the college level, the College Liaison will send the action to the Office of Undergraduate Courses and Curricula (OUCC) in DASA for placement on the UCCC agenda.

If approved by UCCC, the UCCC Chair and the Dean for Academic Programs & Services (APS) signs and the action is sent to Registration and Records for implementation. If the action is approved pending revision, the UCCC Chair will sign and the UCCC representative from your college will contact the appropriate person(s) to submit the needed revision. Once the revision is received by the OUCC, the action will be signed by the Dean for APS and sent to Registration and Records for implementation.