

## Dropping an Elective Course(s) in a Curriculum

If the curriculum provides a list of elective courses from which to choose from to fulfill a degree requirement and the proposal requests that one or more of the elective courses in the list will no longer be permitted to fulfill the requirement but will continue to be a course offered in future semesters, the dropping of the course from the elective list will result in the creation of a new degree key/audit for the curriculum. If the course being removed from the list is a dropped course and will no longer be offered, removing the course from the course options will not create a new degree key.

### 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
- Statement on how the revision will impact current students in the program if applicable
- Proposed effective date for revision
- Include signature lines or attach signature page

**Note:** 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](#)) If revisions are significant, prepare a new 8-semester display incorporating the revisions needed using Format A and proposed list of revised requirements using Format B and submit as a Word document.
- **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 the 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 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.