



UNC  
COLLEGE OF  
ARTS & SCIENCES

THE UNIVERSITY  
of NORTH CAROLINA  
at CHAPEL HILL

OFFICE OF UNDERGRADUATE  
CURRICULA

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To: Chairs and Directors of Undergraduate Studies in the College of A&S  
From: Jay Smith, Associate Dean for Undergraduate Curricula  
RE: Procedures for course submissions and curricular changes  
Date: 30 April 2007

The implementation of the new Gen Ed curriculum and the introduction of the online course submission system have led to confusion about the procedures and deadlines that guide all curricular changes in the College. This memo clarifies those procedures and reaffirms the importance of meeting key deadlines.

- Changes that require the approval of the Administrative Boards of the College include: all course additions, revisions and deletions, including but not limited to General Education courses; all changes to the regulations governing majors and minors; additions or deletions of all majors, minors, and degree programs.
- Deadlines. It cannot be stressed enough that the traditional deadlines for submitting all course and curricular materials—September 15 and January 15—are still very much in force. Although the online submission system allows for course submissions at any time during the academic year, the orderly scheduling of Ad Boards business, and the time needed for processing all materials, requires that courses be submitted by the respective semester deadlines if they are to be handled by the final Boards meeting of the semester. (The Boards meet four times per semester.)
- All course change requests are reviewed by the appropriate divisional course committee before being forwarded to the Subcommittee on General Education (for all Gen Ed courses,) the Administrative Boards, and, where appropriate, the Administrative Board of the Graduate School. Requests for clarification and suggestions for improvement to proposed course syllabi can be made at each of these levels of review.
- All academic units should strive to submit all course change requests by the September 15 deadline. Because it takes a full year to get course information into the undergraduate bulletin, and several months to process courses in time for early registration in March, September 15 is the “best” deadline for all course changes/additions/revisions. The Boards will consider in the spring term all requests submitted by the January 15 deadline, but we cannot guarantee that courses considered for the first time in the spring semester will be approved in time to be offered in the following fall. If courses need to be created for new faculty, please think ahead and submit the materials for such courses by September 15.

- Instructions for submitting course change requests are found at the Undergraduate Curricula website, [http://www.unc.edu/depts/uc/ht\\_coursechange.html](http://www.unc.edu/depts/uc/ht_coursechange.html)
- In the *justification* field on the online form, please specify in detail the reason for the course “request”—e. g., to cross-list an existing course, to add Gen Ed designations that seem appropriate for the course, to add a new course for the major, etc. There is no need to “justify” the course pedagogically, but it’s a great help when we can see at a glance what is at stake for you in the requested change.
- Requests to revise/add/delete majors, major tracks, or minors should come to the office of Undergraduate Curricula in *hard copy* form, submitted on letterhead stationery by the unit chair. The request should explain the nature of the change, provide a rationale for the change and, if the change is more than cosmetic, provide a “before” and “after” snapshot of the major or minor in question
- Instructions for proposing or eliminating a degree program are found at the Undergraduate Curricula website, [http://www.unc.edu/depts/uc/ht\\_curricchange.html](http://www.unc.edu/depts/uc/ht_curricchange.html)

Please forward this memo to all faculty and relevant administrative staff in your units. Thank you for your continuing cooperation.