

Steps for submitting proposals to the College Curriculum Committee

Curriculum Revision Proposal:

1. Complete the Curriculum Revision Proposal Memo form and include the following information:
 - a. Date of proposal
 - b. Name of requestor
 - c. Degree program(s) impacted by proposal
 - d. Effective term of proposal
 - e. Proposed change(s)
 - f. Justification of proposed change(s)
2. Revise curriculum using track changes to clearly indicate proposed changes.
3. Package documents as a .PDF and submit electronically to your department designee.
4. The department designee will forward to Department Curriculum Committee Chair to be added to the next Department Curriculum Committee meeting agenda.
5. Once the proposal has been approved by the Department Curriculum Committee it should be forwarded electronically to DeEtta Rhodes (drhodes@hhp.ufl.edu) in the Dean's Office by noon the Thursday before the next College Curriculum Committee meeting, where the item will be added to the meeting agenda.
6. Please note that you may be asked to attend the College Curriculum Committee meeting to answer questions regarding your proposal.

Course Change Proposal:

1. Complete the Course Change Proposal Memo form and include the following information:
 - a. Date of proposal
 - b. Name of requestor
 - c. Effective term of proposal
 - d. Proposed change(s)
 - e. Justification of proposed change(s)
 - f. If requested change(s) impacts credit hours you must also include items required in the Curriculum Revision Proposal Memo form.
2. Complete UCC2 Form
 - a. If requested change(s) impacts course content and/or course level you must also submit the syllabus guidelines and syllabus.
 - b. Submit an approved HHP Course Approval form if proposed course change potentially overlaps with any departments, programs or centers at UF (i.e. course was previously offered as a special topics course). The faculty member proposing the new course is responsible for obtaining approval from the Department Chair or Associate Dean of the impacted department, program or center.
3. Package documents as a .PDF and submit electronically to your department designee.
4. The department designee will forward to Department Curriculum Committee Chair to be added to the next Department Curriculum Committee meeting agenda.

5. Once the proposal has been approved by the Department Curriculum Committee, the Department Chair will need to sign a hardcopy of the UCC1 form.
7. The department designee should forward the hardcopy UCC1 form along with the electronic documentation to DeEtta Rhodes (drhodes@hhp.ufl.edu) in the Dean's Office by noon the Thursday before the next College Curriculum Committee meeting, where the item will be added to the meeting agenda.
6. Please note that you may be asked to attend the College Curriculum Committee meeting to answer questions regarding your proposal.

New Course Proposal:

1. Complete the New Course Proposal Memo form and include the following information:
 - a. Date of proposal
 - b. Name of requestor
 - c. Effective term of proposal
 - d. Proposed course prefix and level
 - e. Proposed course Name
 - f. Proposed course credits
 - g. Proposed course pre-requisites (optional)
 - h. Proposed course description
 - i. Include items required in the Curriculum Revision Proposal Memo form
2. Review the College Review Guidelines for New Course Submissions.
3. Complete UCC1 Form
4. Complete and submit the syllabus guidelines and syllabus
5. Submit an approved HHP Course Approval from Outside Departments form if proposed course potentially overlaps with any departments, programs or centers at UF. The faculty member proposing the new course is responsible for obtaining approval from the Department Chair or Associate Dean of the impacted department, program or center.
6. Package documents as a .PDF and submit electronically to your department designee.
7. The department designee will forward to Department Curriculum Committee Chair to be added to the next Department Curriculum Committee meeting agenda.
8. Once the proposal has been approved by the Department Curriculum Committee, the Department Chair will need to sign a hardcopy of the UCC1 form.
8. The department designee should forward the hardcopy UCC1 form along with the electronic documentation to DeEtta Rhodes (drhodes@hhp.ufl.edu) in the Dean's Office by noon the Thursday before the next College Curriculum Committee meeting, where the item will be added to the meeting agenda.
9. Please note that you may be asked to attend the College Curriculum Committee meeting to answer questions regarding your proposal.