

Undergraduate Policy & Curriculum Committee (UPCC) Responsibilities, Procedures, & Policies Manual For New, Modified, or Deleted Programs

Overview

In the spirit of faculty governance, it is the responsibility of the Undergraduate Policy and Curriculum Committee (UPCC) to review and recommend proposals for the creation, modification, and deletion of degree programs, tracks, specializations, concentrations, minors, and certificate programs. It is the responsibility of the Undergraduate Course Review Committee (UCRC), a subcommittee of UPCC, to review proposals for new courses, special topics, course revisions and deletions. This document clarifies the process for development and approval of programs, tracks, modules, certificate programs and white papers by the colleges. At the beginning of each fall semester, the Office of Undergraduate Studies (Millican Hall 210) will notify the colleges of policy and curriculum approval procedures for new programs and program modifications, and will provide guidance and support as needed.

The Undergraduate Policy and Curriculum Committee reviews and makes recommendations concerning the following:

- ✓ New undergraduate degree program proposals (degrees, tracks, certificates)
- ✓ Changes to existing programs and degrees including, but not limited to:
 - **TRACKS, SPECIALIZATIONS, CONCENTRATIONS, MINORS, AND CERTIFICATE PROGRAMS** - The addition of a track, specialization, concentration, minor, Honors in the Major, or certificate program to an existing degree program.
 - **REQUIRED COURSE WORK** - Any change in the courses and number of hours required to complete the major program.
 - **DEGREE PROGRAM LENGTH** - Any change in the total hours required to complete the program (including electives). Under normal circumstances, if the change causes the degree program to exceed the maximum approved hours, typically 120 hours, the change will require State approval.
 - **COMMON PROGRAM PREREQUISITES** - Any change to the specified common prerequisites. All programs must be in compliance with the current listing of approved Common Prerequisites in the Common Prerequisite manual at <http://www.flvc.org>. Suggested changes must be submitted through the Office of Undergraduate Studies to the Academic and Student Affairs Office of the Board of Governors and considered by the Common Prerequisite Discipline Committee and approved for all programs in the State. Questions about this process should be directed to Undergraduate Studies.
 - **REVISION OF NON-COURSE REQUIREMENTS** - Any change that influences a student's ability to access the program or to successfully complete the program such as a change in required GPA, admission requirements, requirements to continue in the program, exit requirements, graduation requirements, language requirements, departmental residency, or other restrictions.
 - **REVISIONS THAT FIT NONE OF THE ABOVE** - If there is a change that fits none of the above but whose exclusion from the next undergraduate catalog would affect students, please procure the opinion of the UPCC Chair or the Dean of Undergraduate Studies about the rationale for change PRIOR to submitting it to the UPCC.
- ✓ Deletion of undergraduate degree program proposals (degrees, tracks, minors, and certificates)

The UPCC is also a forum for informing colleges of changes within programs, departments, schools, etc. that may not require UPCC approval. Such changes may include, but not be limited to, program or department name changes.

I. Operations of UPCC

Composition:

The composition of the committee is specified by the Faculty Senate Constitution (section VII, A. I. b) If a representative cannot attend, another faculty may attend. It is the responsibility of the representative to notify the UPCC Assistant at upcc@ucf.edu if a member cannot attend and who their proxy is (for more information on the policy for proxy, see Faculty Senate Constitution section VIII). The current list of members may be accessed at: undergrad.ucf.edu/faculty/upcc/members.

In addition, the UPCC has an Executive Subcommittee comprised of the Dean and Associate Dean of Undergraduate Studies, Chair and Vice Chair of UPCC, and the UPCC Assistant. This Subcommittee reviews the agenda and items to determine which items may be approved that do not require the full committee's time.

UPCC Timeline:

1. Generally, regularly scheduled meetings fall on the second Tuesday of every month. This may vary based on scheduled holidays or similar considerations for optimal scheduling.
2. All program changes should be made in the ODAP system and submitted along with the memo of rationale to the UPCC level by the submission deadline in order for the submission to be placed on the upcoming agenda. A signed Program Approval Form for each program should be sent to the UPCC Assistant either by inter-campus mail or hand delivery at least one week before the UPCC meeting.
3. Possible duplications and conflicts with other departments or colleges must be discussed with the appropriate parties prior to submission to UPCC. Documentation of these discussions between affected parties should be included in the memo of rationale that is uploaded in ODAP for submission to the UPCC. Failure by the proponent to initiate discussions in cases of obvious conflict may result in the tabling of the proposal by the UPCC.
4. Agendas, which include said proposals, are distributed to committee members 5 working days before the next meeting. Agenda submission deadlines are calculated to fall on the next Thursday by 5 PM after the regularly scheduled second Tuesday meeting or 7 working days; please check the schedule for specific submission guidelines at undergrad.ucf.edu/faculty/upccschedule.php.
5. Representatives, for any proposal to be presented at the meeting, should attend the concordant UPCC meeting in order to respond to any questions.
6. UPCC recommendations will be forwarded to the Dean of Undergraduate Studies to facilitate the Provost's final review and approval.
7. After proposals are approved by the appropriate university administrative officers, they will be circulated by the Office of Undergraduate Studies to Academic Services, Faculty Senate, the initiating department and college, the Associate Registrar, Registrar, Institutional Research, and Information, Analysis & Assessment. The approved curriculum will appear as submitted in the catalog.
8. The Office of Undergraduate Studies will notify the colleges of these Policy and Curriculum Procedures for New Programs and Program Modifications at the beginning of each fall semester.

II. Degree Program Modifications:

Policies for Program Modifications

Degree program modifications (including new tracks, specializations, concentrations, minors, and certificate programs) will be submitted to the UPCC. The UPCC will review any degree program change that meets one or more of the conditions outlined in the Overview.

Please see section VII for more information on how to submit degree modifications to the UPCC.

III. Program Deletions:

Policies for Program Deletions

Program deletions will be submitted to the UPCC utilizing the UPCC Program Recommendation Form (found at the UPCC web page on the Undergraduate Studies web site). The committee will review any programs, tracks, specializations, concentrations, minors, and certificate programs that are recommended for deletion in order to ascertain the impact of such an action upon the undergraduate curriculum and any students currently in the program.

A proposal to delete an undergraduate program should be made to the UPCC after prior consideration by the unit, the college, and UCF Undergraduate Studies. Reasons for deletion of a program could include accreditation concerns, low student demand, lack of centrality to the university's mission, high cost, lack of sufficient faculty to offer the program, or a change of focus of the department or college that no longer supports the program. The Provost will recommend to the Board of Trustees the deletion of a program from the degree program inventory when sufficient reasons warrant this action.

Please see section VII for more information on how to submit deletions to the UPCC.

IV. New Degree Programs

Policies for New Degree Program Proposals

Proposals for new degree programs must follow the established Florida Board of Governors' process. The development of new degree proposals proceeds once the new program is listed on the master plan for the university. The process for having a program listed on the master plan is to prepare a white paper and submit it to the department and college for approval. Usually, requests for white papers will be made every five (5) years by the Provost to the college deans. The white paper must provide the following information about a proposed new degree program:

- Focus of the program
- Possible other programs that may be developed, such as tracks in this program or undergraduate certificates
- Target audience
- Student demand, including three (3) year projections of student headcount
- Student outcomes, including possible careers for students
- Proposed implementation date
- New faculty, equipment, or undergraduate student support needs—in general terms

For establishment of a new degree program, see the Office of the Provost at <http://provost.ucf.edu/>.

For information on how to format new degree proposals please visit <http://undergrad.ucf.edu/faculty/forms.php>, and download the BOG New Degree Program Proposal Format pdf.

Please see section VII for more information on how to submit new degree proposals to the UPCC.

V. New Courses

Policies for New Courses

Any new courses included in a new program must be submitted to, and approved by, the Undergraduate Course Review Committee (UCRC), administered by the Office of Academic Services. Programs of study, tracks, specializations, concentrations, minors, and certificate programs will not be given final approval until all courses in those programs have been approved by the UCRC. For more information, please contact the Associate Dean of Undergraduate Studies or the Chair of UCRC.

VI. Equipment Fees

Policies for Equipment Fees

Under the rules of the Board of Trustees for the University of Central Florida, students may be assessed an Equipment Fee to cover the cost of using and replacing equipment. Unlike the Materials and Supplies Fee which is associated with a course, the Equipment Fee is levied against all students in a major or program, and must be used for the purchase, maintenance, and repair of equipment used by students in that degree program.

The request must be approved by the college and submitted to the University Policy and Curriculum Committee by the published deadline. The fee becomes effective in the Fall semester following the Provost's approval. Departments must maintain detailed accounting of all expenditures and report them to the Dean of Undergraduate Studies on July 1 of each year. The equipment and facility fee amount may not exceed \$90.

Submission to the UPCC

Fill out the Undergraduate Equipment Fee Request Form which can be found at undergrad.ucf.edu/faculty/forms.php. The original form should be sent, along with a memo of rationale from the college, to the UPCC Assistant by the given deadline.

VII. General Procedures for Program Approvals

Proposal Submission Procedures for New or Existing Programs

Please utilize the following instructions for generating a UPCC proposal to change or create, or a program. A proposal comprises two parts: submitting program changes in ODAP, and submitting a fully signed hard copy of the Program Recommendation Form. For support with proposals, please contact the UPCC Assistant at 407-823-2373 or email upcc@ucf.edu.

Part One – Submitting the Program in ODAP

- Log into ODAP with your username and password at the College level, select “edit programs.”
- Locate the program that is being changed.
- Click on the program name. Enter any changes and additions, or make deletions from the program.
- When ready to submit, locate the group of tabs at the top of the ODAP screen. Click the “submit” tab.
- Download the memorandum form utilizing Microsoft Word from the link on the submission page.
- Fill in the required fields (rationale, itemized list of changes).
- Add additional documentation into the file (see requested materials from template).
- Save the memo to your desktop (or other suitable location) as “*Program Name* Memo.”
- Click the “choose file” button on the submission page, locate the memo document and click “upload.”
- Once the memo has uploaded, you may click the “submit” button and it will be moved to the UPCC level.

Part Two - Submission of Program Approval Form

- Proposals must carry approval signatures from the appropriate administrative officers on the Program Approval Form. Only appropriate associate deans may sign approval for the college. The original form

should be sent with signatures to the UPCC Assistant in the Office of Undergraduate Studies in Millican Hall 218.

- The Program Recommendation Form can be accessed at undergrad.ucf.edu/faculty/forms.php.
- Any significant change in a proposal after submission to UPCC requires each individual or group (e.g., dean or committee) that previously approved the proposal to re-approve the change and initial the Program Approval Form.
- For inclusion in the next catalog, proposals must be approved by UPCC no later than January of the year in which the catalog will appear (e.g. January 2013 for the 2013-14 catalog).

Proposal Submission Procedures for Deletion of Programs

- A memo of rationale for deletion, and a teach-out plan should be submitted via email to the UPCC Assistant at upcc@ucf.edu. The templates for both may be found here: <http://undergrad.ucf.edu/faculty/forms.php>.
- A signed copy of the UPCC Program Recommendation Form should be sent via inter-campus mail to the UPCC Assistant in Millican Hall 218.
- No changes or submission of the program should be made in ODAP. Submitting a program flags it to be **printed** in the upcoming undergraduate catalog. Since the program is being deleted from the catalog, it should not be submitted forward.