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 as well as study, review and make recommendations on undergraduate academic policies that appear in the Undergraduate Catalog. It is the responsibility of the Undergraduate Course Review Committee (UCRC), a subcommittee of the Undergraduate Council, to review proposals for new courses, special topics, course revisions, deletions and continuations. This document clarifies the process for development, approval, revisions, and/or deletions of programs, tracks, minors, and certificate programs by the academic departments and colleges.

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

- New undergraduate degree program proposals (degrees, tracks, minors, certificates)
- Changes to existing programs and degrees including, but not limited to:
  - TRACKS, SPECIALIZATIONS, CONCENTRATIONS, MINORS, AND CERTIFICATE PROGRAMS - The addition or dissolution of a track, specialization, concentration, minor, Honors in the Major, or certificate 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 final approval by the State.
  - 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](http://www.flvc.org). Suggested changes must be submitted through the College 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 inclusion or exclusion from the next undergraduate catalog would affect students, please procure the opinion of the UPCC Chair and the Associate 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)
- Proposed or revised undergraduate policies that relate to curriculum or curricular issues.
I. Operations of UPCC

Composition:

The composition of the committee is specified by the Faculty Senate Constitution (section VII, A. I. b) If a member cannot attend, an alternative may attend for informational purposes. Procedures regarding proxy votes are also found in the Senate Constitution. It is the responsibility of the representative to notify the UPCC Assistant at upcc@ucf.edu if a member cannot attend. The current list of members may be accessed at: undergrad.ucf.edu/faculty/upcc/members.

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. The committee meets twice in November and January due to the likely volume of agenda items.

2. All program changes should be made in the UC2 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 (MH 210) either by inter-campus mail or hand delivery at least two business days 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 UC2 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 published 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 for review. Proposals approved by the Dean will be forwarded to the Provost for final review. Those approved by the Provost, and the Board of Trustees where applicable, will appear in the next Undergraduate Catalog.

7. After proposals are approved by the appropriate university administrative officers, they will be circulated by the College of Undergraduate Studies to Academic Services, Faculty Senate, the initiating department and college, the Associate Registrar, Registrar, Institutional Research, and Information Knowledge Management. The approved curriculum will appear as submitted in the next Undergraduate Catalog.

8. The College of Undergraduate Studies will notify the Chairs of the College Curriculum Committees 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 website: http://www.undergraduatestudies.ucf.edu/faculty/upcc). 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. Any program with current enrollment should include a teach-out plan for all active students.

A proposal to delete an undergraduate program should be made to the UPCC after prior consideration by the unit and the college, including consultation with the Vice Provost for Teaching and Learning/Dean of 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.

Proposals for deletions of program delivery (i.e. discontinuation of face-to-face delivery of a program at a Regional Campus) does not require review by UPCC, but it must be approved by the Vice President for Teaching and Learning/Dean of Undergraduate Studies.

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 detailed on the Academic Program Quality site:

https://apq.ucf.edu/new-academic-degree-programs-and-graduate-certificates/

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). 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 each semester 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.

Deletions, reductions, or continuations of equipment fees are also reviewed by UPCC as required by university policy. All changes to an assessed equipment fee requires UPCC review and approval before final approval by the Provost.

Submission to the UPCC

Fill out the Undergraduate Equipment Fee Request Form which can be found at http://www.undergraduatetestudies.ucf.edu/faculty/upcc. 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 a program or create a program that does not need to follow the pre-proposal process. A proposal comprises two parts: submitting program changes/additions in UC2 and submitting a fully signed hard copy of the Program Recommendation Form and supporting documents. For support with proposals, please contact the UPCC Assistant at 407-823-5221 or email upcc@ucf.edu.

Part One – Submitting the Program in UC2

- Log into UC2 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 UC2 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 Deans and their designees may sign approval for the college. The “yes” or “no” box must be checked along with the accompanying signature for each level of review. The original form should be sent with signatures to the UPCC Assistant in the Office of Undergraduate Studies in Millican Hall 210. The original paperwork must be received in MH 210 at least two working days prior to the next UPCC meeting.
• The Program Recommendation Form can be accessed at http://www.undergraduatestudies.ucf.edu/faculty/upcc.

• 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 31 of the year in which the catalog will appear (e.g. January 2018 for the 2018-2019 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://www.undergraduatestudies.ucf.edu/faculty/upcc.

• A signed copy of the UPCC Program Recommendation Form should be sent via inter-campus mail to the UPCC Assistant in Millican Hall 210.

• No changes or submission of the program should be made in UC2. 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.

Agenda Configuration

The UPCC is divided into the Consent Agenda and the Action Agenda. Items are placed on the Action Agenda when they meet one of the following criteria:
- Revisions to the university’s General Education Program;
- Proposals for new or deleted degree programs, tracks within degree programs, minors, and/or certificates;
- Changes to a degree program’s number of required semester credit hours;
- Changes to a degree program’s GPA requirements;
- Changes to a degree program, minor, or certificate that will impact another department or college’s course offerings; and
- Significant alterations to a degree program’s major requirements that may impact student progression.

All other proposals will be placed on the Consent Agenda. The first item on the agenda under Curricular Proposals will be a review of the Consent Agenda. The committee will vote on approving the agenda before considering the Consent Agenda, allowing voting members to remove items from the Consent Agenda that they would like discussed on the Action Agenda.

Curricular Items Not Needing UPCC Review

The Faculty Senate Constitution provides authority to the committee for undergraduate policies and curricular review. The following curricular items have separate approval processes and do not need UPCC review. Please consult with the UPCC Assistant for information regarding approval processes for the following requests:
- Degree program CIP Code changes
- Expanded or reduced learning environments for degree programs (i.e. offering a degree program online that is already offered on a UCF campus or deleting a program on one campus while retaining it on another campus)
- Reallocation of an existing equipment fee that does not change the amount collected per student
- Additions of courses as restricted elective options as long as the courses and the degree program are housed in the same department, assuming the college has opted-in to removing the listing of restricted electives from the Undergraduate Catalog and maintaining them within the degree audit.
Required Review of Catalog Materials

Once the Provost has approved any curricular changes approved by UPCC, the catalog copy will become part of the annual review conducted by departments and colleges prior to the dissemination of the Undergraduate Catalog. All catalog copy for programs and courses remains in UC2 and must be exported out of the curriculum management system in order to be reviewed by the Registrar’s Office for inclusion into the next edition of the Undergraduate Catalog.

Departments and colleges are responsible for reviewing and approving all active programs, even those with no curricular changes during that academic year. Each major, minor, and certificate housed in a college must be moved through the UC2 system to the UPCC level in order to be included in the “blue line copy” returned to the college. Each academic department will be directed by the UPCC Assistant to move active programs from the department to the college level, and each college will be directed to move them to the UPCC level in February, when the curriculum approval process is completed. The UPCC Assistant will then send the “blue line copy” to the college for review in March. All catalog copy is the responsibility of the colleges, so it is imperative that a careful review is done before returning the blue lines to the UPCC Assistant. Once the export is completed from UC2 to the Registrar’s Office, additional catalog copy changes cannot be made.