Step 1 - Proposal Development (offline)

1. Go to the UCC’s SharePoint Website (http://www.elon.edu/curriculum).

2. The Curriculum Proposal Process and Timeline. Download and read the file Curriculum Proposal Process and Timeline. The link is located on the UCC’s homepage under the heading UCC Documents and Links. This document provides a detailed explanation of the process and timeline for the development, submission, and review of a new curriculum proposal. NOTE: The timeline for a curriculum review can range from a few weeks to several months depending on the following factors:

   a. When in the academic year a proposal is submitted. The earlier in the academic year you submit your proposal the better. Please remember that the review process must be completed by April 1 in order to guarantee that the catalog copy for an approved curriculum proposal will be published in the next print edition of the academic catalog.

   b. The magnitude/impact of a proposal. In general, minor changes to the curriculum (reportable items) take less time to review than major proposals.

   c. The quality of the proposal. The review goes much more smoothly when proposals are thoughtfully crafted and organized. Be sure to answer all questions on the proposal form and to submit any required attachments as instructed. Important Reminder: A separate proposal form must be completed for each curricular proposal that is submitted.

   d. Response of the required signatories. A proposal moves forward to committee review only after all electronic signatures of approval and acknowledgement of notification have been collected. Proposers are encouraged to regularly monitor the status of their proposal(s) online.

3. Begin by creating an “offline” version of your proposal using Microsoft Word. Click on the PROPOSAL WORKSHEETS tab in the sidebar and select a proposal form worksheet to download. Each worksheet is formatted in Microsoft Word to allow the proposer to create, edit, and distribute a draft copy of the proposal “offline” during the proposal developmental phase. Each worksheet contains a set of the actual questions and fields on the online form that you will need to complete once you are ready to submit the proposal to the UCC for consideration. There are ten forms (and worksheets) to choose from as follows:

   - New Course – select this worksheet when proposing the addition of a new course that is not listed in the current edition of the academic catalog (this includes the addition of courses previously taught as experimental courses). Please remember to submit one form for each course proposal.
   - Course Revision – select this worksheet when proposing the revision of an existing course that is listed in the current edition of the academic catalog. Please remember to submit one form for each course proposal.
   - Course Deletion - select this worksheet when proposing the deletion an existing course that is listed in the current edition of the academic catalog. Please remember to submit one form for each course proposal.
   - New Major - select this worksheet when proposing the addition of a new major that is not listed in the current edition of the academic catalog.
   - Major Revision - select this worksheet when proposing the revision of an existing major that is listed in the current edition of the academic catalog.
   - Major Deletion - select this worksheet when proposing the deletion of an existing major that is listed in the current edition of the academic catalog.
   - New Minor - select this worksheet when proposing the addition of a new minor that is not listed in the current edition of the academic catalog.
   - Minor Revision - select this worksheet when proposing the revision of an existing minor that is listed in the current edition of the academic catalog.
University Curriculum Committee – 2014-2015

Instructions for Online Submission of Curriculum Proposals

- **Minor Deletion** - select this worksheet when proposing the deletion an existing minor that is listed in the current edition of the academic catalog.
- **New Program** - select this worksheet when proposing the addition of a new curricular program or entity that does not fit under the category of a new major or minor (new school, department, graduate program, non-degree granting co-curricular program, etc.).

4. After downloading the appropriate worksheet, complete a draft copy of your proposal offline. Please remember, that according to our curriculum process, “all members of a department or program included in a curricular proposal should be involved in discussing the draft of a proposal. Once consensus has been achieved between the department and chair (or the program and director) and their dean, the proposal should be submitted for discussion to the appropriate school/divisional curriculum committee (SDCC).”

**Step 2 – Proposal Submission (online)**

1. **Return to the UCC’s SharePoint Website** ([http://www.elon.edu/curriculum](http://www.elon.edu/curriculum)).
2. **Submit Your Proposal Online.** Click on the **SUBMIT A PROPOSAL** tab in the sidebar.
3. **Complete Part I: Basic Information Fields (First Screen)** – For convenience and accuracy, copy and paste information from the worksheet into the appropriate fields on the online form. You must complete the online form in a single session since SharePoint does not permit users to save a partially completed form.
   a. **Designate up to two co-proposers (if applicable).** You have the option of designating up to two co-proposers. To do so, click on the **BROWSE** button to the right of either name field to open up a directory search window. In the **FIND** field, enter the first and/or last name of the co-proposer. Select the appropriate person from the search results and click **OK** to insert their email address. **NOTE:** Status updates and other communication about the proposal will be sent to the lead proposer only. The lead proposer is responsible for keeping the co-proposer(s) updated during the review process.
   b. **School.** Select your school from the drop down menu.
   c. **Program/Department.** Select your academic department or the academic program you are representing from the drop down menu.
   d. **Proposal Type.** Indicate the general type or category of proposal you are submitting: 1) New; 2) Deletion; or 3) Revision.
   e. **Proposal is about.** Indicate whether your proposal is related to a 1) Course, 2) Major, 3) Minor, or 4) Program.
   f. **Is your proposal for the undergraduate or graduate curriculum?** Choose one.
   g. **Does your proposal impact another department or program?** Check Yes if any other academic departments or programs are impacted by your proposal. For example, if your proposal includes required courses or electives from another department, then designate the department chair or program coordinator representing those courses. Upon checking the Yes box, you will be asked to indicate how many other departments/programs are impacted (up to 18). As instructed previously in 4b, click on the **BROWSE** button to identify and insert the email address for each department/program representative you want to notify about your proposal. Representatives of an impacted department are notified via email immediately after the dean’s signature of approval has been received. They are asked to acknowledge that they have been notified of the proposal and are given an opportunity to provide optional feedback and comments. A proposal does not move forward to committee review until after all of the electronic signatures of acknowledgement have been collected.
   h. Click the **Next** button to proceed to Part II of the proposal form.

4. **Complete Part II: Custom Information Fields (Second Screen) and Submit.** Item-by-item instructions are included with each curriculum proposal worksheet.