

UNDERGRADUATE CURRICULAR ACTIONS

Actions that require University Curriculum Committee (UCC) approval and the required components. Please refer to the manual for additional information **before** submitting your package to the UCC mailbox (cucsubmissions@ecu.edu). Prepared by Donna Kain, UCC Chair, and approved by the UCC on 10-27-11.

Action	Consulted UCC Liaison	Explanatory Memorandum of Request	Course Proposal Form	Syllabus	Marked Catalog Copy	Signature Form	E-mail from Registrar	Supporting Documentation Related to Affected Units	Appear Before Committee	Banking Form
New Course	X	X	X		X	X	X	Notifications to affected units (notifications); memoranda of support (MOR)	X	
Revision of an Existing Course (Objectives, delivery, etc.)	X	X	X		X	X		Notifications and MOR	X	
Course Description Change	X	X	X		X	X		Notifications	X	
Course Number Change at Same Level with (NO content change)	X	X		X	X	X	X	Notifications		
Course Number Change to Different Level (e.g., 3000 to 4000 level)	X	X	X		X	X	X	Notifications and MOR	X	
Credit Hour Change	X	X	X		X	X		Notifications	X	
New Prefix (Entire course list)	X	X			X	X		Notifications; memorandum from the Office of Academic Program Planning and Development	X	
Prefix Change Using Existing Prefix	X	X			X	X	X	Notifications	X	
Prerequisite Change (NO content change)	X	X			X	X		Notifications	X	
Title Change Only (NO content change)	X	X		X	X	X		Notifications	X	
Deleting a Course	X	X			X	X		Notifications and responses		
Banking a Course	X	X			X	X		Notifications and responses		X
Unbanking a Course	X	X	X		X	X		Notifications	X	

NOTE: Changes to 5000-level courses are submitted to the GCC. Please make sure that any changes to undergraduate programs resulting from deleting, banking, or adding 5000-level courses (i.e. a 5000-level course listed as an undergraduate elective) are submitted to the UCC via memorandum, marked catalog copy, and signature form.