

GUIDELINES FOR DEVELOPING/REVISING DEGREE REQUIREMENTS AND PREPARING MARKED CATALOG COPY


All proposed revisions to degree requirements, including concentration areas and options, minors, and degree program admission requirements, originate in the academic unit by the faculty. Revisions are processed through the academic unit curriculum committee, the appropriate college or school curriculum committee, the University Service-Learning Committee, the Writing Across the Curriculum Committee, Foundations Curriculum and Instructional Effectiveness Committee, and/or the Council for Teacher Education when appropriate.

Revisions to undergraduate programs are submitted via e-mail to the University Curriculum Committee (UCC) for approval, and are subject to the approval of the Faculty Senate and the chancellor. Proposals regarding teaching programs should be approved by the Council for Teacher Education before they are submitted to the UCC.

The electronic submission should include the following:

- Explanatory memoranda
- Budgetary memorandum
- Course proposal form(s)
- Marked catalog copy
- E-mail messages from the Office of the Registrar, affected departments, etc.
- Completed signature form

To create marked catalog copy:

- The university's online catalogs are located at www.ecu.edu/cs-acad/aa/SrchCatalog.cfm. Select either the PDF or HTML current undergraduate catalog. The HTML catalog has a printer friendly icon  that enables the user to create catalog copy that does not need to be reformatted. If you have questions about either of these catalogs, please contact Diane Coltraine in the Office of Academic Program Planning and Development (coltrainem@ecu.edu or 328-1425).
- Locate the text that needs revising within the selected online catalog. With your cursor (left click on mouse), highlight the HTML catalog text that needs to be revised. With a right click, "copy" the text. Open a Microsoft Word file and then paste (right click on mouse) the selected text. Please include enough text to enable UCC members to clearly identify the selected catalog text that you are revising.
- If you wish to delete text, use a ~~red strike through~~ font (toolbar, format, font, click on "strike-through" and use the drop menu to change the font color to red).
- If you wish to add text, use blue underlined text (toolbar, format, font, use drop menus for "indicate underline style" and then "indicate underline color").
- The UCC will not consider marked catalog copy that has been revised using "track changes".
- Copy the URL found at the top of the Web page and then paste it onto the file that contains your catalog revisions. If you are revising multiple Web pages, clearly identify each page with a separate URL.
- If you revise multiple paragraphs on a single Web page, please copy and paste the entire page.
- If you have questions about creating marked catalog copy, please contact Kimberly Nicholson in the Office of Academic Program Planning and Development (nicholsonk@ecu.edu or 328-2623).

The catalog copy submitted to the UCC should indicate all proposed changes by striking through deletions and underlining new text, as follows:

- Changes to the hours specified for the total degree or in any area of the degree should be indicated by striking through the existing hours in red, inserting new hours using a blue font and underlining the proposed hours.
- Degree requirements being deleted or replaced should be struck-through in red.
- Requirements that are added should be typed and underlined using a blue font.

Also, note the following:

- Course additions should be complete with prefix, course title, s.h., prerequisites, etc.
- Any revisions to degree admission requirements should be justified by memorandum.
- Any request to delete a degree or minor should include verification of unit faculty support.