

UNDERGRADUATE CURRICULUM COMMITTEE

Proposed Curriculum Changes – INSTRUCTIONS for ELECTRONIC submission

- A. Department submitting proposal must fill out the FORM electronically.
- B. Make an original copy with appropriate Chair and Dean's signatures.
- C. Email electronic copy to:
 - 1. Registrars Office,
 - 2. UCC Chair – Bill Griffiths – wgriffit@spsu.edu
 - 3. UCC Secretary – Marianne Holdzkom – mholdzkom@spsu.edufor distribution. *The original copy with signatures needs to be sent to the Registrar's Office.* Please make a copy for your records.
- D. All submissions are due at least nine (9) days prior to meeting date.
- E. Committee chairman responsible to distribute copies to Deans, Department Chairs, UCC committee members and administrators.