

APPENDIX M

INSTRUCTIONS FOR THE REQUEST FOR APPROVAL OF NEW OR MODIFIED UNDERGRADUATE DEGREE REQUIREMENTS

Forms are available in the Academic Senate Office or on the Council on Educational Policy web site.

Note:

Inclusion in the Catalogue: Request forms for the approval of new or modified undergraduate degree requirements not received in the Academic Senate Office by the mid-December deadline will not be considered for the new UCI General Catalogue.

ACADEMIC UNIT

1. Verify and complete all information. Incomplete forms will be returned to the originating unit.
2. Designate who are the faculty concerned for the purposes of this major. In most cases the appropriate response will be “members of the Physics Department” or “the core faculty of Women’s Studies” or “the core faculty and the affiliated faculty of Women’s Studies.” However, some interdisciplinary majors and minors will require a more specific response.
3. Obtain signatures of the Dean and Chair and forward the form, with backup materials, to the CEP Analyst, Academic Senate Office. Retain a copy for your records.
4. For specific information refer to the Policies and Procedures Manual for the Subcommittee on Courses (SCOC) and the Council on Educational Policy (CEP).

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