Undergraduate Council Curricular Changes Worksheet

The following columns provide information about the types of curriculum changes, a short description of the approval route, and descriptions of the types of changes included within each type of change. Information about academic year deadlines can be found on the UGC Academic Calendar.

Types of Curricular Changes				
Copy Editing	**Non-Substantial**	**Substantial**	**Major Revisions**	
Directly to Registrar at any time	**Through School and then to Registrar via Catalog revisions** Please refer to the school curriculum office for deadline.	**Through School then UGC via Catalog revisions** Please refer to the UGC Academic Calendar for deadline.	**Through School then UGC via Catalog revisions** Note earlier UGC deadline to allow for implementation. Please refer to the UGC Academic Calendar.	**Full campus review and formal proposal.** Governed by "Establishment or Revision of Academic Degree Programs" policy. Must be submitted to Senate Chair [1]
Layout/Format Revisions Grammar Typographical Errors Spell-Check Punctuation Style Dean's Letters Program description Editorial changes	Program Descriptions (e.g. Description of Anthropology program listed above PLOs)	Program Learning Outcomes (e.g. Anthropology program PLOs list at bottom of program description)	Addition or deletion of an emphasis track(s) for an existing major (e.g. Biological Sciences is adding a new emphasis)	New majors or minors
	Removal of a course(s) from a list of elective options when 1) the removal of the course(s) does not then make a certain course(s) required and 2) the course is offered from within the same school. (e.g. Economics allows any of the following to satisfy the statistics requirement: ECON 010, POLI 010, SOC 010, or PSY 010. They chose to remove PSY 010 from the list of elective options leaving ECON 010, POLI 010, or SOC 010.)	Removal of a course(s) from a list of elective options when the removal of the course(s) makes a certain course(s) required. (e.g. Economics used to allow any of the following to satisfy the statistics requirement: ECON 010, POLI 010, SOC 010, PSY 010. However, they removed POLI 010, SOC 010, and PSY 010 therefore making ECON 010 a required course.)	Changing the names of already established emphasis tracks (e.g. Physics update to emphasis track names effective Fall 2022)	Discontinuance of majors or minors (e.g. Services Science minor discontinuance)
	Adding a course(s) to a list of elective options when the course is offered from within the same school. (e.g. Economics allow any of the following to satisfy the statistics requirement: ECON 010, POLI 010, or SOC 010. They chose to add PSY 010 to the list of elective options.)	Adding a course(s) to a list of elective options when the course is offered from outside the school. (e.g. Economics allow any of the following to satisfy the statistics requirement: ECON 010, POLI 010, SOC 010, PSY 010. They chose to add MATH 018 to the list of elective options.)	Addition of "non-emphasis" option within a major with already established emphasis tracks. (e.g. Bioengineering adding a non-emphasis option effective Fall 2024)	Changing the name of a major (e.g. 'Chemical Sciences' to 'Chemistry')
	Course title/unit updates (if CRF already approved) when unit update does not affect total number of units required for major degree program (e.g. SOE increases MSE 115 to 4 units via CRF. Materials Science and Engineering allows MSE 114 to meet the technical electives requirement as part of the major. Because this course is an elective, the additional unit is an option and not required)	Changes to degree, minor, or concentration/emphasis requirements within an existing degree program (e.g. removal of Engineering Fundamentals requirement (8 units) from Computer Science Major, adding the additional (8 units) courses to the Technical Electives		Change in the duration of a degree program (more than four-years for undergraduate programs)
	Changing from one required course to list of options when course was approved (via CRF) to be equivalent or mutually exclusive (e.g. CHEM 002 is required and CHEM 002H was approved via CRF to be equivalent. Chemistry requests CHEM 002H be added as an option to meet CHEM 002 requirement)	Non-GE School Requirements (e.g. SNS "Natural Sciences Early Progress Policy")		New modalities of degree delivery

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[1] Division Council of the Merced Division Guidelines for Senate Consultation: https://senate.ucmerced.edu/sites/senate.ucmerced.edu/files/page/documents/senate_consultation.pdf.

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	Copy editing changes that affect student/faculty/staff understanding of the above	GE School Requirements (e.g. Changes to SNS "General Education and Courses Required Outside of Natural Sciences and Engineering" or SSHA "Lower Division SSHA General Education Requirements")		
		Course title/unit updates (if CRF already approved) when unit update does affect total number of units required for major degree program (e.g. SOE increases ENGR 045 to 5 units via CRF. Materials Science and Engineering requires ENGR 045 as part of the major, therefore this would increase the lower division unit requirement from 26 to 27 within the major degree program)		
		Changing from one required course to list of elective options when course was not approved (via CRF) to be equivalent or mutually exclusive (i.e. School of Engineering requests ME 021 be added as option to meet CSE 020/021 requirement and ME 021 was not approved via CRF to be equivalent or mutually exclusive to CSE 020/021)		
		Changes to the name of a minor (e.g. Chicano/Chicana Studies' to 'Chincanx Studies'		
		Addition or deletion of departmental honors programs.		
		Copy editing changes that affect student/faculty/staff understanding of the above		