



University Curriculum Committee Procedures

Title: Curriculum Procedures
Responsible Office: University Curriculum Committee
Date Approved by Faculty Senate and Academic Affairs Council: March 2022
UVU Web Host Page: https://www.uvu.edu/curriculumoffice/

University Curriculum Committee Procedures

Description: Review proposal and required document(s) for correctness and adherence to procedures and policy.

Outcome: Program is reviewed by UCC QA group.

b) **Budget Office Reviews Program, Graduate Council (as needed)**

Responsible: **Budget Office and Graduate Council (as needed)**

Description: Budget is reviewed/updated to ensure it accounts for any changes since the initial draft. **Graduate Council reviews to ensure the proposed curriculum meets the requirements for a graduate program.**

Outcome: **Budget Office and Graduate Council (as needed) provide feedback to faculty and UCC.**

10) Faculty Revisions

Responsible: Submitting faculty

Description: As needed, faculty make revisions to ensure proposal adheres to appropriate procedures and policy and to respond to any feedback from reviewing parties. Revisions are the responsibility of the faculty according to established timelines.

Outcome: Refined proposal submitted for UCC QA approval.

11) UCC QA Approval

a) UCC QA Approve or Decline

Responsible: UCC QA group

Description: UCC QA group ensures any required revisions have been made by faculty and approves proposal to move forward.

Outcome: UCC QA group approval is required for proposal to move forward.

b) Final Budget Review (if needed)

Responsible: Budget Office

Description: If budget was modified after previous Budget Office review, it is reviewed again before proposal moves forward.

Outcome: Budget Office approval provided to UCC.