

Best Practices for Effective Curricular Proposals

Including a course from another college as a prereq/requirement/elective

The originating unit should provide evidence that the other college supports inclusion of its course. Normally, an email from the other college will be sufficient. Attach the email to the CIM submission.

When a proposed revision to a degree program is substantial

It can be helpful for a representative from the originating unit or college to attend the meeting of the university committee in case the members have questions. Contact the Chair of the committee to discuss.

When a unit is proposing a new degree program

It can be helpful for a representative from the originating unit or college to attend the meeting of the university committee in case the members have questions. Contact the Chair of the committee to discuss.

Deadlines for getting an item on the UCC agenda

The University Curriculum Committee meets late in each month during the academic year. The agenda each month will include all proposals that have been approved at the college level in the CIM system by the first of that month.

To search effectively in the CIM system

To search for a course or program, click on the appropriate interface link and log into the system. To optimize your search, use % signs in front and behind the search term. For example, entering %statistics% in the course search will return all courses with statistics in the title. Entering %Psychology% in the program search will return all programs with psychology in the title.

Determining if a proposal has been approved

Once a curriculum proposal is submitted in the CIM system, the proposal's approval path will be displayed on the right side of the screen. Progress through that path can be monitored by the originating unit.