# http://www.ric.edu/webcommunications/images/SealWithText_Small_Black.pngUNDERGRADUATE CURRICULUM COMMITTEE (UCC)PROPOSAL FORM

## Cover page scroll over blue text to see further important [instructions](#instructions): [if not working select “COMMents on rollover” in your Word preferences under view] please read these.

**N.B. DO NOT USE HIGHLIGHT, where choices are given within categories, please DELETE those THAT DO NOT APPLY TO YOUR PROPOSAL. Do not delete numbered categories.**

**ALL numbers in section (A) to be completed, including the impact ones (#5-7), put “none” if that is the case.**

|  |  |  |
| --- | --- | --- |
| A.1. [Course or program](#Proposal) | **General Information page in the catalog** |  |
| [Replacing](#Ifapplicable)  |  |
| A.2. [Proposal type](#type) | **Deletion of outdated and unenforced policy in the college catalog (already amended in MAPP):****Failing a Required Course Twice** Students are subject to dismissal from degree candidacy after failing a required course twice. Students will be notified upon the second failure that they will not be permitted to register in any program for which the course is a requirement and will be advised to choose an alternate major or curriculum.To avoid dismissal, students must enroll in a new major or curriculum by the end of the late registration period of the succeeding semester. Should a student fail to complete this process within the designated time, dismissal will result and the action will be recorded on the student’s permanent record. |
| A.3. [Originator](#Originator) | **Holly Shadoian,**  | Dept. | **Vice Provost for Undergraduate Affairs** |
| A.5. [Student impact](#student_impact) | **Currently not enforced, but if it were, there would be a negative impact on students, especially those who fail FYS or FYW twice.** |
| A.6. [Impact on other programs](#impact)  | **Could have a small impact on majors that require the same course the student failed twice and now may not choose that new major.** |
| A.7. [Resource impact](#Resource) | [*Faculty PT & FT*](#faculty):  | **none** |
| [*Library*:](#library) | **none** |
| [*Technology*](#technology) | **none** |
| [*Facilities*](#facilities): | **none** |
| A.8. [Semester effective](#Semester_effective) | **Fall 2020 (next catalog)** |  |  |
| A.10. INSTRUCTIONS FOR CATALOG COPY: This single file copy must include ALL relevant pages from the college catalog, and show how the catalog will be revised. (1) Go to the “Forms and Information” page on the UCC website. Scroll down until you see the Word files for the current catalog. (2) Download ALL catalog sections relevant for this proposal, including course descriptions and/or other affected programs. (3) Place ALL relevant catalog copy into a single file. Put page breaks between sections and **delete any catalog pages not relevant for this proposal**. (4) Using the track changes function, revise the catalog pages to demonstrate what the information should look like in next year’s catalog. (5) Check the revised catalog pages against the proposal form, especially making sure that program totals are correct if adding/deleting course credits. If new copy, indicate where it should go in the catalog. If making related proposals a single catalog copy that includes all is acceptable. Send as a separate single file along with this form. |

## D. Signatures

* Changes that affect General Education in any way MUST be approved by ALL Deans and COGE Chair.
* Changes that directly impact more than one department/program MUST have the signatures of all relevant department chairs, program directors, and their relevant dean (e.g. when creating/revising a program using courses from other departments/programs). Check UCC manual 4.2 for further guidelines on whether the signatures need to be approval or acknowledgement.
* Proposals that do not have appropriate approval signatures will not be considered.
* Type in name of person signing and their position/affiliation.
* Send electronic files of this proposal and accompanying catalog copy to curriculum@ric.edu and a printed signature copy of this whole form to the current Chair of UCC. Check UCC website for due dates.

##### D.1. Approvals: required from programs/departments/deans who originate the proposal. may include multiple departments, e.g., for joint/interdisciplinary proposals.

| Name | Position/affiliation | [Signature](#_Signature" \o "Insert electronic signature, if available, in this column) | Date |
| --- | --- | --- | --- |
| Earl Simson | Dean, Faculty of Arts & Sciences  |  |  |
| Jeffrey Mello | Dean, School of Business  |  |  |
| Deborah Servello | Interim Dean, School of Nursing  |  |  |
| Jayashree Nimmagadda | Interim Dean, School of Social Work |  |  |
| Jeannine Dingus-Eason | Dean, Feinstein School of Education & Human Development |  |  |