CHECKLISTS FOR CURRICULAR/DEGREE SUBMISSIONS
IN THE
COLLEGE OF FINE ARTS

For New Courses

☐ Prepare Course Syllabus	Use the guidelines on the CFA faculty resource page. They are the most current. http://www.arts.ufl.edu/startup/faculty_resources.asp
☐ Prepare UCC1 form	http://www.arts.ufl.edu/startup/faculty_resources.asp (Instructions are there, too.)
☐ Prepare CFA Course Proposal form	http://www.arts.ufl.edu/startup/faculty_resources.asp - This is available in PDF or WORD, depending on whether or not your computer will allow you to save changes to a PDF form. Use either. - Instructions are also at this site.
☐ Prepare any other useful documentation	
☐ Combine all completed forms into one in the following order: - UCC1 form - Course syllabus - CFA course proposal form - Other documentation	
☐ Submit the completed forms electronically.	http://approval.ufl.edu Follow the instructions for submission carefully.

For Course Changes

☐ Note the kinds of changes this process covers: - Course # (SCNS Course ID) - Amount of Credit - Contact Hour Base - Prerequisites/Corequisites - Course Description (requires a syllabus)	
☐ Prepare UCC1 form – for the above change only. Any other changes require a different process.	http://www.arts.ufl.edu/startup/faculty_resources.asp (Instructions are there, too.)
☐ Prepare a course syllabus IF the change involves a course description change	Use the guidelines on the CFA faculty resource page. They are the most current. http://www.arts.ufl.edu/startup/faculty_resources.asp
☐ Prepare any other useful documentation	
☐ Combine all completed forms into one in the following order: - UCC2 form - Course syllabus (if required) - CFA course proposal form (if a syllabus is required) - Other documentation	
☐ Submit the completed forms electronically.	http://approval.ufl.edu Follow the instructions for submission carefully.

For Degree Changes

☐ Prepare a memo with the following: - A clear and concise summary of the changes - A rationale for the changes - Clear comparison charts indicating what the degree looks like now and what it will look like (with changes highlighted somehow) after the changes.	
☐ Submit the memo to the school curriculum committee.	If approved by the school committee and the school faculty, the memo will be forwarded to the college curriculum committee. If approved at this level it will be forwarded – in memo format – to Diana Hull who will prepare it for review by the university curriculum committee.

For New Degrees