

The following changes to CUCAS procedures and forms are recommended:

1. Add the following statement to Item #1 of the “Procedure for the modification of the undergraduate or graduate curriculum” guidelines (page 111) and the “Procedure for modification of a dual label course in the undergraduate or graduate curriculum” guidelines (page 117):

*Departments **must** include an explanation and supporting data justifying how or why no new resources (i.e., staffing, course rotation, library resources, technology resources, and laboratory facilities) are needed.*

2. On the cover sheet for “Procedure for the modification of the undergraduate or graduate curriculum” (page 112), place an asterick after the following categories at top of cover sheet: Major, Option, Minor, New Course, Course Prerequisite(s), and Other (Other, so as to include situations involving increases in credits to existing courses). At bottom of page where the astericked comment “\*CIP number exists and/or additional equipment and/or staffing is not required.” add the following statement:

*See item #1 of the CUCAS guidelines for “Procedure for the modification of the undergraduate or graduate curriculum.*

[Note: There are no such categories on the Dual Label Course cover sheet so I guess the asterick notation is not required?]

3. On the “Guidelines for material submitted to the committee on undergraduate curriculum & academic standards and graduate council” (page 110), at the end of item #1, include the following statement at the end of the italicized “note”:

*If no new resources are needed, departments **must** include an explanation and supporting data justifying how or why no new resources (i.e., staffing, course rotation, library resources, technology resources, laboratory facilities) are needed.*