

## UF UCC Process

### Instructions for External Curricular Consultation

External consultations should be performed under two circumstances:

- The proposed courses or undergraduate programs (majors, minors, certificates) are to be offered by a college that does not have undergraduate degree programs (Colleges of Law, Medicine, Pharmacy, and Veterinary Medicine)
- The proposed courses or academic programs have the potential to overlap with, or provide similar competencies as, courses or programs in another department.

The motivation of requiring external consultation is to encourage cross-campus communication and collegiality on curricular issues. **Ideally, the consultation between or among the affected departments should occur well before the proposed course syllabus or outline is fully developed in order to offer as much opportunity for collaboration as possible.**

#### *Process for External Consultation for Courses/Programs Offered by Colleges That Do Not Grant Undergraduate Degrees*

Deans of colleges that do not administer undergraduate degree programs may propose undergraduate courses or academic programs, but before doing so must engage the deans of colleges potentially affected by the proposed courses or programs. These proposals may not go forward without the approval of the deans of the affected colleges. Assuming that approval is granted by all relevant deans, a special external consultation form ([provide link here](#)) must be completed and uploaded into the UF Approval Site to initiate the approval process. Subsequently, the initiating college is required to pursue the next level of external consultation with potentially affected department(s), as described below.

#### *Process for External Consultation to Prevent Overlap of Proposed Courses/Programs with Existing Courses/Programs*

This process is the responsibility of the appropriate personnel of the college initiating the course/program. Normally, initiators can identify colleges with potentially overlapping courses and programs. If there is uncertainty in this respect, the Office of Undergraduate Affairs (contact [cgriffith@aa.ufl.edu](mailto:cgriffith@aa.ufl.edu)) will help identify these units through a mailing to UCC members.

The initiators of the proposed course/program will contact the associate dean who is responsible for curriculum of the potentially affected college, who in turn will forward the request to the chair of the appropriate department(s) to request a consultation. One of three outcomes will result from this communication:

1. The affected department(s) perceive(s) no consequential overlap and therefore support(s) approval of the proposed course/program.
  - In this case, the initiators must complete and upload the external consultation form (provide link here) onto the Approval System, along with all other required documents.
  - The parties may or may not agree to co-list the course/program.
2. The affected department(s) agree(s) to modify an existing course/program in order to minimize overlap with the content of the proposed course/program.
  - In this case no action further is needed from the initiators. However, if the current course/program is modified to the extent that University Curriculum Committee approval is needed, the college offering the course will initiate the “Modify Course” process or other appropriate process in the Approval System.
3. The parties do not come to agreement. In this case, two courses of action are possible.
  - The initiators withdraw the course/program request.
  - The initiators upload a memo into the Approval System describing the failure to reach consensus, asking the University Curriculum Committee to consider approving the course/program in the absence of such consensus.



**UCC: External Consultations – Course/Program Content Overlap\***

Proposed Course Name:

\_\_\_\_\_

Requesting College/Dept.:

\_\_\_\_\_

Name of Contact Person:

\_\_\_\_\_

Title of Contact Person:

\_\_\_\_\_

Email of Contact Person:

\_\_\_\_\_

Phone Number of Contact Person:

\_\_\_\_\_

Comments:

**CHECK ONE:**

\_\_\_\_\_ The consulted department(s) will offer an existing course or program to satisfy the specific content and circumstances of the proposed course.

\_\_\_\_\_ The consulted department(s) support(s) the proposed course or program and the parties may or may not agree to co-list the course.

Department(s):	Dept. Chair Signature:	Dean of College or Designee Signature:	Date:

Upon consensus that the proposed course will be offered, the instructor of the proposed course/program ensures that this form is completed and uploaded to the UF Approval System with other required documents. <http://approval.ufl.edu/consultations>

\*UCC: External Consultation Concerning a Possible Overlap of a Course or Program with an Existing Course or Program



**UCC: External Consultations – Non-Traditional Program Offering Undergraduate Course\***

Proposed Course Name:

\_\_\_\_\_

Requesting College/Dept.:

\_\_\_\_\_

Name of Contact Person:

\_\_\_\_\_

Title of Contact Person:

\_\_\_\_\_

Email of Contact Person:

\_\_\_\_\_

Phone Number of Contact Person:

\_\_\_\_\_

Comments:

**UF Colleges Potentially Impacted by Proposed Course:**

“I agree that the proposed course or program does not overlap with any existing course/program and that it benefits existing undergraduate degree programs.”

College(s):	Dean of College (Print):	Signature:	Date:

Upload completed form to the UF Approval Site to instigate the approval process. Subsequently, the instructor of the proposed course/program will pursue the next level of external consultation with the potentially impacted department(s). <http://approval.ufl.edu/consultations>

\* UCC: External Consultation Concerning a Course Offered by a UF College that Does Not Grant Undergraduate Degrees.