If any of the proposed changes involve additions or closures of required courses offered in other departments, the head of each of these departments must be contacted and review the changes.

Once the department head(s) have been consulted and notified of the changes, they need to sign and initial the following form. Their signatures indicate only that they have reviewed the material; it does not indicate that they either approve of the proposed curricular change(s) or that they do not approve. It indicates only that they were contacted.

Please note also that department heads of departments affected by the attached proposal may attend the UCC meetings.