

**Committee on Educational Policy
Coversheet for Request for Approval
Of Proposed Changes to Undergraduate Programs**

Program:	
Department:	
Affected Programs:	
Interdisciplinary Program: (if yes, please list other programs affected)	
Date:	
Proposed Effective Date:	

Faculty Contact:		Email:		Phone:	
Prepared by:		Email:		Phone:	

**Proposed Modification(s)
(please check all that apply)**

- ☐ Admission requirements
- ☐ Unit requirements
- ☐ Course requirements – **Course changes/new courses MUST be approved in CRS prior to program change submission.**
- ☐ Other (please describe):

The attached proposal must include the proposed modifications as formatted in the example below. The existing requirements must be included in the left column, and the proposed revisions on the right. Proposed additions must be underlined and deletions must be ~~stricken~~. A justification must be included for **EVERY change/addition/deletion** that is made.

The Committee on Educational Policy's (CEP) Guidelines for Approval of Proposed Changes to Undergraduate Programs should be consulted for the proposal process and format of the document. In addition, a word template for proposed changes is available for departments to utilize. Both documents can be found on CEP's webpage (<https://senate.ucr.edu/committees/10>).