

Procedure for Routing of Degree Requirement Changes and Curriculum Proposals for the University of Georgia

Changes to the Bulletin:

- Print out copy of degree requirements from the online [Bulletin](#)
- Make changes on printed copy. Extensive changes or information on new programs should be sent as an [email](#) attachment in MS Word
- **Obtain Department Head and Dean's approval and signatures**
- Forward to the Office of Curriculum Systems, 319 New College, CAMPUS
- Office of Curriculum Systems will review and consider revisions
- Approved revisions to degree requirements will be added to the Bulletin and forwarded to the office of the Registrar for inclusion in the DegreeWorks system
- Deadlines for Bulletin changes are posted online: [Bulletin Deadlines](#)

Routing for Curriculum Proposals:

- Proposals must follow the appropriate [Academic Affairs Policy](#)
- Proposals must include approval from the Department Head, Dean, and Graduate School Dean (if applicable)
- Cover letter should be signed by the Dean, addressed to the Provost, and **sent to the Office of Curriculum Systems**
- If proposal is at the graduate level, cover letter should be addressed to the Graduate School Dean for approval
- The Office of Curriculum Systems will be responsible for sending proposal to the Provost
- Electronic copy (MS Word) of the proposal should be sent from the Dean's Office to the Office of Curriculum Systems, currsys@uga.edu
- Approval Routing of Proposals: [Chart](#)
- Proposals must be received in the Office of Curriculum Systems according to UCC meeting [deadlines](#)

If you have questions or comments, please contact:

The Office of Curriculum Systems
319 New College
706-542-6358
currsys@uga.edu