Coles College of Business  
Undergraduate Curriculum Committee Bylaws

I. Purpose  
To examine undergraduate curriculum changes prior to submission to the Dean of the Coles College of Business and the University-level Curriculum Committee, namely the UPCC (Undergraduate Policies and Curriculum Committee).

II. Specific Charges  
- Review undergraduate curriculum proposals received from the departmental representatives on the Committee following the guidelines set forth by the UPCC.  
- Provide recommendations to the department representative.  
- Ensure that any curriculum changes affecting other departments have been resolved.

III. Function  
- In late August or early September, an initial meeting will be called by the Chair of the committee to meet with the representatives from the various departments in the College. In this meeting the guidelines of the UPCC will be reviewed and a timeline for submissions will be established. 
- All regular meetings shall take place at least 7 days prior to the Undergraduate Policy and Curriculum Committee meetings, on a two week schedule when needed. 
- Most curricular changes will require two readings by the committee. At the discretion of the committee, the second reading may be waived if it is determined that no substantial changes are required.

IV. Committee Composition  
- By May 15th, of each year, the committee composition of the coming year is to be set and a Chair is to be elected. Membership should be on a two-year staggered term unless a member is recalled by their department. 
- Each department in the College must have a representative.

V. Operating Code  
- When a proposal has been signed by the Departmental Curriculum Committee Chair and the Chair of the department it may be forwarded to the College Curriculum Committee for review. In order to be reviewed at the next scheduled meeting, it must be sent via e-mail seven days prior to the meeting date. 
- Either the Chair of the Departmental Curriculum Committee or the faculty member responsible for the proposal must be present at the meeting and bring the signed original documents to the meeting. 
- Once the Chair of the College Curriculum Committee has signed these documents, the Chair of the Department Curriculum Committee delivers the package to the office of the Dean and sends via e-mail the documents to the Chair of the UPCC. 
- It is the responsibility of the Chair of the Departmental College Curriculum Committee to retrieve the proposals from the Dean’s office and attend the UPCC or the GPCC, as appropriate.

VI. Minutes  
- Minutes will be kept available on a Website.

VII. Amendments  
- These bylaws are written by the members of the committee and may be changed by them at any time in a majority vote.