

Uniform Procedure for Academic Course and Program Proposals

The University Graduate Council (UGC) hereby adopts the following, uniform procedure for the consideration of academic course and program proposals at its meetings and at those of its subcommittee, the University Graduate Programs Committee (UGPC).

Each UGPC meeting shall include an **Action Agenda** and a **Supplemental Agenda** for academic course and program proposals. The normal order of UGPC business shall include Announcements from the Chair, the Action Agenda, any Business Items before the Committee, and the Supplemental Agenda, in that order.

Each UGC meeting shall include an **Action Agenda** and a **Consent Agenda** for academic course and program proposals. The normal order of UGC business shall include Announcements from the Chair, the Consent Agenda, the Action Agenda, reports from the Graduate and Professional Students Association and the Dean of the Graduate College, and any Business Items before the Council, in that order.

Proposals received by the deadline posted on the [UGPC website](#) shall be placed on the **Action Agenda** for the upcoming UGPC meeting. The UGPC normally will add a recommendation regarding each item on its Action Agenda to either the Action Agenda or the Consent Agenda for the subsequent UGC meeting. The UGC **strongly recommends** that a representative of any academic unit with a proposal on either Action Agenda be present at the relevant meeting to answer questions. Either the UGPC or the UGC may defer action to its next meeting on any item (on any Agenda) for which open questions remain (though such questions are least likely to arise for items on the UGC Consent Agenda).

Proposals received after the deadline posted on the [UGPC website](#), but **no less than 24 hours** before the upcoming UGPC meeting, shall be placed on the **Supplemental Agenda** for that meeting. The UGPC shall consider Supplemental Agenda items individually, in the order in which they were received, **only** if time permits, and **only** by unanimous consent of its members. Each academic unit with a proposal on the UGPC Supplemental Agenda **must** send a representative to the UGPC meeting to address both the urgency of action and the merits of the proposal. If the UGPC acts on a Supplemental Agenda item, then its recommendation shall be added to Action Agenda for the subsequent UGC meeting. If the UGPC does not act on a Supplemental Agenda item for any reason, then that item shall be deferred to the next available UGPC Action Agenda.

Proposals received after the posted deadline, and **less than 24 hours** before an upcoming UGPC meeting, cannot be considered at that meeting and shall instead be deferred to the next available UGPC Action Agenda automatically.