

CONTACT AND SUBMISSION INFORMATION

Contacting the support staff for the Undergraduate Curriculum Committee (UCC), the Graduate Studies Committee (GSC), or the General Education Council (GEC) is your starting point when you have questions about which forms to use, questions within the forms, or the curriculum review process. If you have questions related to program planning, external authorizations (UNC General Administration / SACSCOC), or interested in scheduling a work session to assist with completing forms, please contact the Office of Assessment and Accreditation.

Contact Information

Undergraduate Curriculum Committee (UCC)

UCC Support Staff: Lynn Wyrick

underged@uncg.edu

Tel: 334-5425

<http://utlc.uncg.edu/ucc>

General Education Council (GEC)

GEC Support Staff: Lynn Wyrick

gened@uncg.edu

Tel: 334-5425

<http://utlc.uncg.edu/genedu>

Graduate Studies Committee (GSC)

GSC Support Staff: currently vacant (Mary Early)

gsc@uncg.edu

Tel: 334-5596

grs.uncg.edu/faculty/gsc

Office of Assessment and Accreditation (OAA)

Jodi Pettazoni, jepettaz@uncg.edu, 334-5535

Barbara Tookey, bstookey@uncg.edu, 334-5975

<http://assessment.uncg.edu/>

Submission and Notification Information

Forms must be submitted to the UCC, GSC, and GEC after they are reviewed and signed by each of the entities identified on the signature sheet for each form. Typically this involves the departmental and unit committees, and in many but not all instances, the dean.

Undergraduate Curriculum Committee (UCC)

Email Word or PDF documents as an attachment including the completed and scanned signature page(s) to:

underged@uncg.edu. Check the [UCC website](#) for meeting dates and submission deadlines. Proposals received after the stated deadline will be considered at the next scheduled meeting. UCC decisions will be communicated to the originator by email. If you have not received a notification please follow up at underged@uncg.edu.

Actions of UCC meetings will be posted within ten working days following each meeting on the UCC web page. Minutes of UCC meetings will be posted upon approval at the following UCC meeting.

Graduate Studies Committee (GSC)

Email one (1) PDF of the original form and supporting documents with a scanned signature page. Check the [GSC website](#) for meeting dates and submission deadlines. Proposals received after the stated deadline will be considered at the next scheduled meeting. GSC decisions will be communicated to the originator by email. If you have not received a notification please follow up at gsc@uncg.edu. Minutes of GSC meetings will be posted upon approval at the following GSC meeting:

General Education Council (GEC)

Email Word or PDF documents as an attachment including the completed and scanned signature page(s) to:

gened@uncg.edu. Check the [GEC website](#) for meeting dates and submission deadlines. Proposals received after the stated deadline will be considered at the next scheduled meeting. Actions of GEC meetings will be posted within ten working days following each meeting on the GEC web page. Minutes of GEC meetings will be posted upon approval at the following GEC meeting. When necessary, actions will be communicated to departments.