

## Process for expedited approval of inclusion of Math 19 series

### General instructions/guidelines:

A new calculus series, MAT 19A, B, and C, will be offered by the Mathematics Department beginning in Fall 2023, and will eventually replace the MAT 16A, B, and C series. It is the goal of the Undergraduate Council (UGC) to streamline the addition of the MAT 19 courses to existing majors and minors. Questions about the content of the MAT 19 series and the offering of MAT courses should be directed to Timothy Lewis ([tjlewis@math.ucdavis.edu](mailto:tjlewis@math.ucdavis.edu)).

Please follow the steps below to add some or all of the Math 19 courses to a major or minor without going through a full process for the revision of a major and/or minor (per Undergraduate Council Policy on the [Establishment, Revision, and Discontinuation of Undergraduate Academic Degree Programs](#) and [PPM 200-25](#)). This expedited process has been approved by the faculty executive committees in the College of Agricultural and Environmental Sciences and the College of Letters and Science.

### Submission and approval steps:

1. Send the following documents to UGC Analyst Mary Vasquez ([mpvasquez@ucdavis.edu](mailto:mpvasquez@ucdavis.edu)), no later than June 30, 2023:
  - a. Cover memo from department/program chair indicating which major/minor is involved in the change and which of the MAT 19 series courses the department requests be added to the major/minor.
  - b. A copy of the current general catalog requirements for the major/minor, showing only the addition of one or more of the Math 19 series courses in track changes. Math 16 series courses cannot be removed and no additional revisions can be made to the major/minor requirements. If the proposal includes any revisions other than the inclusion of Math 19A, B, and/or C, then the proposal will not be allowed to follow this expedited process, will be returned to the department/program, and will need to follow the approval process as outlined in the Undergraduate Council Policy on the [Establishment, Revision, and Discontinuation of Undergraduate Academic Degree Programs](#).
2. UGC will conduct an expedited review of the proposal.
3. UGC will notify the appropriate faculty executive committee and the department/program chair of the outcome of the review.
4. If approved, the department/program should forward the proposal and UGC's approval to the Office of the University Registrar via Randall Larson-Maynard ([rlarsonmaynard@ucdavis.edu](mailto:rlarsonmaynard@ucdavis.edu)), so the changes can be included in the next version of the General Catalog.