

Committee on Undergraduate Studies and Advising (CUSA)

Committee Liaison

Dean's Liaison: Associate Dean Bob Goldstein, (785) 864-3661, gold@ku.edu¹

Student Academic Services Liaison: Interim Director Karen Ledom (785) 864-3500 kjh@ku.edu²

Admin. Support: Lanis Atwood, (785) 864-2824, latwood@ku.edu³

Description

According to the [Bylaws of the College Assembly](#) »⁴ (Article VII.B.4), the Committee on Undergraduate Studies & Advising) shall:

- a. Review and recommend to the CAC and/or the Assembly for action all proposals with reference primarily to undergraduate course and curricular change and educational policy and procedures.*
- b. Review and accept for file statements of major requirements and departmental honors requirements.*
- c. Periodically review undergraduate degree requirements and the manner in which they may be satisfied, and, where appropriate, suggest to departments and programs that courses be modified so as to accomplish more effectively the goals for which the requirements were established.*
- d. Review and make recommendations on undergraduate petitions requesting special relief from College or University rules when referred to them by College Student Academic Services, the Dean and/or his or her designee, or by special request of the student.*
- e. Undertake inquiries into matters of undergraduate educational policy and procedures, and related matters of advising, and make recommendations to the Dean, as well as CAC and/or the Assembly.*

Membership

[Membership](#) »⁵ comprises elected faculty and students.

- [Member roster](#)⁶

Minutes & Meetings

- [Agendas and minutes](#)⁷

Meeting dates

The full committee of CUSA meets on the second and fourth Tuesdays of the month during the academic year from 11:00-12:30 in room 210 Strong Hall when classes are in session.

See Subcommittees links for meeting dates and deadlines.

Policies & Procedures

- [Bylaws of the College Assembly »](#)⁴
- [Grievance Procedures »](#)⁸ Misconduct
- [Policy \(pdf\)](#)⁹
- [University Governance website »](#)¹⁰

Forms

[Curricular Change Form »](#)¹¹

[Major Req. Change Form \(.doc\)](#)¹²

Deadlines

CUSA

October 1, 2013 is the deadline for submission of course changes, or major, minor or certificate requirement changes in order to ensure inclusion in the 2014-2015 catalog. Effective term for implementation of changes received through October 1, 2013 will be Fall 2014. **Effective term for changes received after October 1, 2013 will be Fall 2015. All requirement changes are effective based on students' initial KU term unless otherwise approved by CUSA/CAC.**

CURRICULAR CHANGES/DEGREE REQUIREMENTS SUBCOMMITTEE

All proposals and supporting documentation should be submitted by the Tuesday prior to the next scheduled subcommittee meeting for consideration at that meeting.

Subcommittees

- [Advising and Awards Subcommittee](#)¹³
- [Academic Standards Subcommittee](#)¹⁴
- [Curricular Changes and Degree Requirements Subcommittee](#)¹⁵

Links on this page:

1. gold@ku.edu
2. Ifillian@ku.edu
3. latwood@ku.edu
4. <https://policy.ku.edu/CLAS/bylaws-college-assembly>

5. <https://policy.ku.edu/CLAS/bylaws-college-assembly#l>
 6. <https://clas.drupal.ku.edu/resources/governance/cusa/members>
 7. <https://clas.drupal.ku.edu/resources/governance/cusa/minutes>
 8. <https://documents.ku.edu/policies/CLAS/grievance.htm>
 9. <http://clas.ku.edu/sites/clas.drupal.ku.edu/files/docs/Policies/Faculty/clas-student-academic-misconduct-2009-04.pdf>
 10. <http://www2.ku.edu/~unigov>
 11. <https://www2.ku.edu/cgiwrap/clasus/curricular/index.php>
 12. http://clas.ku.edu/sites/clas.drupal.ku.edu/files/docs/SAS/Forms/major_req_change_formUPDATED%208-2013.docx
 13. <https://clas.drupal.ku.edu/resources/governance/cusa/advising>
 14. <https://clas.drupal.ku.edu/resources/governance/cusa/academic>
 15. <https://clas.drupal.ku.edu/resources/governance/cusa/curricular>
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Contact College of Liberal Arts & Sciences

Strong Hall, Room 200
1450 Jayhawk Blvd.
Lawrence, KS 66045

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