

**EFFECTIVE JANUARY 18, 2008: All course and degree proposals submitted to the Box Council must be accompanied by a letter of support signed by a majority of the program area faculty associated with the courses and/or degree programs.**

This policy was implemented in order to align the Box requirements with UCCC requirements. Questions about the new policy should be directed to Box Council department representatives or the Box Council Chair. While there is no universally required format for the letter of support, a suggested format follows.

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**\*\*\* SAMPLE FORMAT FOR LETTER OF SUPPORT \*\*\***

**TO:** Box Council and UCCC Committee Members  
**FROM:** Name of proposal contact person  
**RE:** Support of [identify the specific proposal]  
**DATE:** XX/XX/XX

This letter of support is offered by the [indicate which program area] faculty for the proposed [indicate the specific modifications, additions, or deletions proposed]. As indicated by the signatures below, a majority of the program area faculty have approved the proposal as written for submission to the Box Council and the UCCC.

**Program Area Faculty**

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[Signature of approving faculty member 1] [Date]

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[Signature of approving faculty member 2] [Date]

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[Signature of approving faculty member 3] [Date]

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[Signature of approving faculty member 4] [Date]

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[Signature of approving faculty member 5] [Date]

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[Signature of approving faculty member 6] [Date]

[A list of the names of program area faculty who did not sign the letter should be attached.]