Curriculum Change Review Process
Degree Program and Administrative Unit

Curriculum Change Request Submission

- Upon Department and College Curriculum Committee reivew/approval, if applicable, the Associate Dean (UCC Representative) or Academic Dean submits the appropriate degree program[1] and/or administrative change[2] request form and accompanying Board Motion to the T-Drive: Curriculum folder at one of the curriculum entry points (Month 1st).

[1] Degree Program Change Requests: Title, Designator,CIP Code, Semester Credit Hour, and relocation.
[2] Administrative Unit Change Requests: Creation/Deletion of, Reorganization of, Name Change of Department and/or College,

APPD Review

- The change request Form/Board Motion are reviewed by Academic Planning and Program Development (APPD) for quality, compliance, and justification of need.

Provost/BOR/THECB Review and Approval

- Upon completion of APPD review, the requested degree program/administrative change request proceeds to the Provost for review/approval.
- Upon Provost's approval, the requested degree program/administrative change request proceeds to the next available Board of Regents (BOR) meeting[3] for review/approval.
- Upon BOR's approval, the requested degree program/administrative change request proceeds to the Texas Higher Education Coordinating Board (THECB) for review/approval.

[3] BOR m*eetings are four times a year (November, February, May, August).*

Catalog Implementation

- Upon THECB's approval:
  - The degree program and/or administrative unit change is implemented at the Catalog level as of the THECB stated implementation term.