University Curriculum Committee Review/Timeline

New Curriculum

- The University Curriculum Committee (UCC) reviews all submitted new curriculum requests, excluding Micro-Certificates and Certifications, for curriculum quality, compliance, and adequate need. See University Curriculum Committee Role document for detail.
- All requested revisions, comments, and/or concerns must be entered into the shared document for all members to access by set deadline.

- An electronic voting ballot is sent via Qualtrics with a given deadline, this serves as the official vote.
- A voting summary and notification is sent with the results. Departments/Colleges are sent a notification with the voting summary and shared document attached, and a given a deadline for revisions to be made and submitted to the T:Drive Curriculum folder.

- Upon UCC approval, a degree program request proceeds to the next Academic Affairs Council (AAC) meeting for review and approval.
- Upon AAC/Provost approval, the requested degree program proceeds to the Board of Regents (BOR) meeting for final approval.
- Upon UCC approval, a certificate request proceeds directly to the next available Board of Regents (BOR) meeting for final approval.
- Upon UCC, approval, a course addition or minor, does not go before the BOR but instead is implemented at the catalog level.

- Upon BOR approval:
  A New Degree Program is submitted to the THECB for consideration and undergoes a 30-day comment period prior to THECB review. Upon THECB approval, a New Degree Program is added to the Catalog as of the next academic term.
  A New Certificate is added to the Catalog as of the next academic term following the BOR meeting.

- Upon UCC approval:
  A new course addition is added to the course inventory in Banner and available to be taught as an elective. A new course cannot be used as a required course in a curriculum plan in the Catalog until the following Catalog Review cycle.
  A new minor is added to Degree Works and implemented at the Catalog level the month following the curriculum entry point submission (Ex: Submitted Sept. 1st = Catalog addition = Oct.)

- Upon APPD approval:
  A New Micro-Certificate or Certification is added to Degree Works and implemented at the Catalog level the month following the curriculum entry point submission (Ex: Submitted Sept. 1st = Catalog addition = Oct.)

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1 Micro-Certificates and Certifications are reviewed internally by the Office of Academic Planning and Program Development.
2 AAC Meeting are four times a year in coordination with BOR meetings.
3 Changes to degree programs in the Catalog are restricted to once a year.