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 program¹ and/or administrative change² 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, and Semester Credit Hour
- 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) meeting³ 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.

 $^{\rm 3}$ BOR meetings 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.