

DEVELOPMENT OF NEW COURSES AND CATALOG REVISIONS

University Procedure 03.02.02.C2.01 - Approved September 20, 1999
Supplements System Policy 03.02 and System Regulation 03.02.02

1. COLLEGE-LEVEL REVIEW OF CATALOG REVISIONS AND NEW COURSES

All revisions in the college sections of the university catalog must be approved through the faculty curriculum review process of the relevant college and by the dean of that college. Also, all new and revised courses must be approved by the appropriate college in that manner.

2. UNIVERSITY-LEVEL REVIEW OF CATALOG REVISIONS

2.1 All substantive catalog changes pertaining to the educational program and other academic matters must be approved by Faculty Senate and the Provost/Vice President for Academic Affairs prior to the printing of the university catalog.

2.2 Each college at Texas A&M University-Corpus Christi is required to send its catalog copy as revised and approved by the college faculty curriculum review process and dean to the Provost/Vice President for Academic Affairs by the given deadline to be forwarded to Faculty Senate for its approval.

2.3 Revisions in the general sections of the catalog will be submitted by the head of the appropriate unit to the Provost. Catalog copy related to nonacademic matters, such as tuition and fees, student affairs, and alumni affairs, will be approved by the Provost. Substantive revisions in catalog copy related to academic matters, such as admission standards, academic rules and processes, and the academic calendar, will be forwarded to the Faculty Senate for review.

2.4 Following the Faculty Senate catalog review process, the Speaker of the Senate will notify the Provost of approval and disapproval of the sections of the catalog.

2.5 In some cases, as deemed appropriate by the Provost, approval of catalog changes by the Provost's Council may be required.

3. UNIVERSITY-LEVEL REVIEW OF NEW COURSES SUBMITTED OUTSIDE OF THE CATALOG REVIEW CYCLE

Any new course not included in the catalog copy approval cycle must be approved by Faculty Senate and the Provost. Colleges proposing new courses at a time after catalog copy has been approved must submit the complete course syllabus along with a request and rationale for approving the course to the Provost/Vice President for Academic Affairs. Following Senate action, the Speaker will notify the Provost of the Senate's approval/disapproval.

