

TAMU-CC Annual Catalog Process 25-26

Overview

All proposals may be entered any time before their deadline. Expedited items can be submitted any time CourseLeaf is open; however, priority deadline is Nov. 1. See reverse for the definitions of curriculum proposals. CourseLeaf (CIM) opens for courses/program changes July 1.

Please note: Curriculum changes may be submitted after the Nov. 1 deadline if approved by the Associate Provost. Please email Susan Murphy if you have questions about late submissions. Please email Jenny Vela for any process questions or to make corrections in the catalog.

	Academic Unit Internal Review			University-level Review	
Proposal Type	Dept/Program	College/School Curriculum Committee	Dean/Unit	Graduate Council	University Curriculum Committee
<i>Non-voting review</i>	<i>Trainings provided by Jenny Vela. Assoc Provost to preview.</i>	<i>Unit Advisors review and alert to concerns.</i>	<i>Dean/Director review and alert to concerns.</i>	<i>Registrar and other offices preview changes and alert units and UCC Chair to questions/concerns.</i>	
New Courses and Major Revisions to Existing Courses	July 1-Oct. 1 CourseLeaf Entry Deadline: Oct 1st	Oct. 1-17	Oct. 18-Nov. 7*	Nov. 8-21	Nov. 8-Dec. 5 Grad Council input via liaisons at UCC meeting.
Other Course Changes, New/Changed Programs, Minors or Certificates; and Expedited Items	July 1-Nov. 1 CourseLeaf Entry Deadline: Nov. 1st	Nov. 1-21	Nov. 22-Dec. 12	Dec. 12-Jan. 30	Jan. 31-Feb. 27

*Nov. 7 deadline required to meet deadlines for next year's schedule building.

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Types of Curriculum Proposals

Oct. 1

- **New Courses:** new courses not in the system.
- **Major Revisions to Existing Courses:** number changes, credit hour changes.

Nov. 1

- **New Programs/Minors/Certificates Proposals:** new programs, minors, or certificates not in the system.
- **Changes of Existing Programs/Minors/Certificates**
 - **Minor revision:** adding or deleting courses, program description changes, changes in student learning outcomes, admission changes, changes to course sequencing.
 - **Major revision*:** name changes, credit hour changes, deletion of program, adding or deleting of a concentration, adding an online completion, adding fast track, changes to core curriculum program.
 - **Expedited Review Items**:** course deletions, changes to course description, pre-reqs/co-reqs, prefix, course title, schedule type, contact hours, repeat status, changes to minor requirements.
 - **Other:** college front page, general content in the catalog.

*Some major revision changes require extra approval.

**The UCC chair has the authority to move any proposal to Full Review if more information is needed. All expedited items will be approved by Nov. 1.