

## Annual Catalog Process

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|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|------------------------------------------------------|--------------------------------------------|
| <b>CIM Opens<br/>for Proposals<br/>on July 1</b> | <b>Dept. Submission to<br/>College/School<br/>Curriculum Committee</b>                                                                             | <b>College/School<br/>Curriculum<br/>Committee<br/>Submission to<br/>Dean's/Director's<br/>Office</b> | <b>Dean's/Director's<br/>Office<br/>Submission to<br/>University<br/>Curriculum<br/>Committee (UCC)</b> | <b>Grad Council<br/>Submission to<br/>University<br/>Curriculum<br/>Committee (UCC)</b> | <b>University<br/>Curriculum<br/>Committee (UCC)</b> | <b>Catalog<br/>published<br/>by May 15</b> |
|                                                  | Oct. 1<br>(New Courses and Major<br>Revisions to Existing<br>Courses ONLY)                                                                         | Oct. 18<br>(3 <sup>rd</sup> Friday of the<br>month)                                                   | Nov. 1                                                                                                  | Nov. 15                                                                                 | Dec. 13                                              |                                            |
|                                                  | Nov. 1<br>(Course Changes, New<br>Programs, Minors or<br>Certificates, Changes to<br>Programs, Minors or<br>Certificates, and<br>Expedited Items*) | Nov. 29                                                                                               | Dec. 13                                                                                                 | Jan. 31                                                                                 | Feb. 28                                              |                                            |

*\* Curriculum items meeting criteria for expedited review can be submitted by any deadline. 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.*

### Early Review (Optional)

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| <b>Dept. Submission to<br/>College/School Curriculum<br/>Committee</b>                  | <b>College/School Curriculum<br/>Committee Submission to<br/>Dean's/Director's Office</b> | <b>Dean's/Director's Office<br/>Early<br/>Submission to<br/>University Curriculum<br/>Committee (UCC)</b>       |                                                                                                          |                                                                                   |
| <b><u>July-August</u></b><br>Dept. can enter any changes<br>approved the previous year. | <b><u>Aug.-Sept.</u></b><br>Curriculum Committees can<br>approve items.                   | <b><u>Sept. 30</u></b><br>Curriculum Coordinator will<br>gather all approved items<br>Sept. 30 for Oct. review. | <b><u>Oct. 18</u></b><br>(3 <sup>rd</sup> Friday of the month)<br><br>Grad Council will review<br>items. | <b><u>Oct. 25</u></b><br>(Last Friday of the month)<br><br>UCC will review items. |

Grad Council and UCC curriculum approval schedule: October (early submission), Nov. (new courses/course changes), Jan.-Feb. (all remaining changes).

For any questions, please contact Jenny Vela at [jenny.vela@tamucc.edu](mailto:jenny.vela@tamucc.edu).

## Types of Curriculum Proposals

**Note:** All proposals may be entered any time before their deadline.

### 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.