Faculty who are initiating course changes are encouraged to do so well in advance of published deadlines, to allow adequate time for review and approval at all levels.

Requests for new courses should include a proposed course syllabus.

Course changes that may impact other programs or academic schools must include a letter of support from that program/school.

Questions concerning course numbering or conflicts with TAMUK course inventory should be directed to the Registrar or the Assistant VP for Academic Affairs.

Course changes should not be added to degree plans/other materials until all approvals have been received. Course changes will not take effect until 2014-2015.

Department Curriculum Meetings should be scheduled in September 2013 to process requests for the following academic year.

School Curriculum Meetings should be scheduled in October 2013 to process requests for the following academic year.

Signed, original Course Inventory and Curriculum Change requests should be submitted to the Office of the Provost no later than November 1st, 2013.

Incompleted, unsigned forms will not be accepted. Proposals must be received by the deadline in order to be considered.

The University Curriculum Committee will meet in November to review all requests received by November 1st.

Undergraduate proposals approved by the University Curriculum Committee will be forwarded to the Provost’s Office. Approved Graduate proposals will be forwarded to the Graduate Faculty Council.

After review, the Provost’s Office will forward approved requests to the Registrar’s Office.

The Registrar’s Office will enter new courses into the Banner system.

Copies of approved forms will be returned to the Provost’s Office for dissemination back to program coordinators.

Approved inventory changes will be entered into the University’s official Course Inventory maintained by the CB, and will be entered into the University’s Catalog.