CHANGES TO EXISTING PROGRAMS CURRICULUM APPROVAL WORKFLOW

PREPARATION STAGE		
PREPARE CURRICULUM PROPOSAL[1] The program faculty prepare the curriculum proposal and supporting materials. During the curriculum proposal development process, programs should consider any impact to other programs in the university catalog. *Evidence of endorsement/coordination with impacted department/programs will be required for the proposal.*	1	
APPROVAL STAGE – DEPARMENT AND COLLEGE COMMITTEES		
	2	**DEPARTMENT/COLLEGE CURRICULUM COMMITTEES** As applicable, route proposal for approval through the departmental and college curriculum committees. *Evidence of approval by the department and college curriculum committee(s), as applicable, will be required.* The sequence of Steps 2 through 5 can be modified to meet the college's needs.
SUBMIT AND REVIEW STAGE		
SUBMIT CURRICULUM PROPOSAL THROUGH APPROVAL WORKFLOW [2] The faculty submitter will route the appropriate curriculum proposal forms (changes to programs form and supporting documents) through the approval workflow in Curriculum Strategy System. *Evidence of approval by the department and college curriculum committee(s), as applicable, will be required.*	3	
DEPARTMENT AND COLLEGE LEADERSHIP APPROVAL STAGE		
	4	**DEPARTMENT CHAIR APPROVAL**[3] The curriculum proposal forms will be routed to the Department Chair through the workflow for approval. Proposals needing revision will be returned to the faculty submitter for editing via the Curriculum Strategy System.
COLLEGE DEAN APPROVAL[4] The curriculum proposal forms will be routed to the College Dean through the workflow for approval. Proposals needing revision will be returned to the faculty submitter for editing Proposals needing revision will be returned to the faculty submitter for editing via the Curriculum Strategy System.	5	
REVIEW STAGE		
	6	**REVIEW OF PROPOSAL** [5] The UTRGV Office of Curriculum and Institutional Assessment reviews the proposal and works with the programs/departments/colleges to make edits as needed. Proposals needing revision will be returned to the faculty submitter for editing via the

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		Curriculum Management System. Graduate proposals will be coordinated with the Graduate College prior to review by the Graduate Committee.
SUBSTANTIVE CHANGE EVALUATION STAGE		
	7	**SUBSTANTIVE CHANGE EVALUATION**[6] The Office of Curriculum and Institutional Assessment will coordinate with the Office of Institutional Accreditation to evaluate the curriculum proposal to determine whether it represents a substantive change.
COMMITTEE APPROVAL STAGE		
UNDERGRADUATE/GRADUATE COMMITTEE APPROVAL[7] Route program curriculum (courses and degree plan with program and admission requirements and other changes) to the Undergraduate Committee or Graduate Committee. The chairs of the committees will approve the proposal in the **Curriculum Strategy System.**	8	
	9	**UNDERGRADUATE EDUCATION (PROVOST DESIGNEE)/GRADUATE DEAN APPROVAL**[7] Proposals will be routed through the **Curriculum Strategy System** to the Provost's designee for undergraduate programs or to the Dean of the Graduate College for approval.
INSTITUTIONAL REVIEW STAGE		
PROVOST ENDORSEMENT/INSTITUTIONAL REVIEW The approval of the curriculum proposal will be routed to the Provost for endorsement and the Institutional Reviewer will make any final edits for the subsequent catalog via the **Curriculum Strategy System**	10	
EXTERNAL APPROVAL STAGE		
	11	**UT SYSTEM APPROVAL** The UTRGV Office of Institutional Accreditation routes programs to the Office of the President for submission to UTS Office of Academic Affairs for approval if applicable. *The curriculum **MUST** be approved before the complete program will be submitted to UTS and it should not deviate from what was approved by the Graduate or Undergraduate Committees. Any changes in the curriculum made because of feedback from UTS must be brought before the UTRGV Graduate or Undergraduate Committee.*
THECB APPROVAL UTS Office of Academic Affairs routes programs to the Texas Higher Education Coordinating Board for approval if applicable. *Any changes in the curriculum made because of feedback from THECB must be*	12	

brought before the UTRGV Graduate or Undergraduate Committee.		
	13	**SACSCOC APPROVAL** Office of Institutional Accreditation prepares and submits SACSCOC prospectus if applicable. ***Evidence of curriculum approval through the UTRGV governance process must be included. Program and course details are included in the prospectus.***
USDOE – FINANCIAL AID APPROVAL The UTRGV Office of Financial Aid seeks approval from DOE to ensure availability of financial aid.	14	

INSTITIONAL PROCESSING STAGE		
UNDERGRADUATE COURSE CATALOG UPDATES The Office of Curriculum and Institutional Assessment will report courses to the THECB (CBM 003) and coordinate with the Office of Registrar to ensure updates are accurately implemented in Banner.	15	**GRADUATE COURSE CATALOG UPDATES** The Office of Curriculum and Institutional Assessment will report courses to the THECB (CBM 003) and coordinate with the Office of Registrar to ensure updates are accurately implemented in Banner.
UNDERGRADUATE CATALOG UPDATES The Office of Curriculum and Institutional Assessment will update the University catalog to include with the new program and coordinate with Colleges to ensure the accurate publication or program requirements.	16	**GRADUATE CATALOG UPDATES** The Office of Curriculum and Institutional Assessment will update the University catalog to include with the new program and coordinate with Colleges to ensure the accurate publication or program requirements.
UNDERGRADUATE DEGREEWORKS UPDATES The Office of Curriculum and Institutional Assessment will coordinate with the DegreeWorks (DW) and Degree Audit Support Team to ensure the program is accurately implemented in DW.	17	**GRADUATE DEGREEWORKS UPDATES** The Office of Curriculum and Institutional Assessment will coordinate with the DegreeWorks (DW) and Degree Audit Support Team to ensure the program is accurately implemented in DW.
UNDERGRADAUTE - APPLY TEXAS/BANNER/RECRUITMENT The Office of Curriculum and Institutional Assessment will coordinate with internal offices to ensure the program is published and available.	18	**GRADUATE – APPLICATION SYSTEM/BANNER/RECRUITMENT** The Office of Curriculum and Institutional Assessment will coordinate with internal offices to ensure the program is published and available.

Notes:
1: For every new course to be developed for the program, submit a new course form. For every course to deleted from the program, submit a delete course form. For every current course on the program to be revised, submit a change course form.
2, 3, 4, 5, & 7: These steps of the workflow occur within the SmartCatalog web-based curriculum management system.
6: Substantive change evaluation may occur concurrently with review by the AVP of Curriculum and Institutional Assessment.

Use the <mark>Change Program Form</mark> in SmartCatalog to make the following changes (other changes may apply):

1. Changing the name of a program (if the CIP code is unchanged).
    a. Degree type change (e.g., BS to BA)
    b. Degree name change (e.g., Art History to Latin Art History)
    c. Concentration name change
2. Changing the course requirements of an existing major, minor, or certificate.
    a. Adding new courses to the major, minor or certificate in any section of the degree plan
    b. Deleting a course(s) from the major, minor or certificate in any section of the degree plan.
3. Changing non-course requirements
    a. Thesis
    b. Non-thesis
    c. Capstone
    d. Benchmark requirements
4. Changing the admission requirements for a program.
    a. Adding requirements.
    b. Deleting requirements
    c. Revising existing requirements
5. Changing the progression requirements (requirements to stay in the program) for a program.
    a. Adding requirements
    b. Deleting requirements
    c. Revising existing requirements
6. Changing the semester credit hours needed to complete a program
    a. Increase in hours
    b. Decrease in hours