CURRICULUM CHANGES

A. Purpose

The purpose of this policy is to provide guidelines for curriculum changes.

B. Persons Affected

This policy applies to faculty and other positions on campus that are involved with curriculum changes.

C. Policy

The policy of The University of Texas-Pan American is:

1. Curriculum changes (additions, deletions and revisions) normally originate with the department faculty and are routed through the department chairperson, College Curriculum Committees (if existent), college deans, University Curriculum or Graduate Council, as appropriate, to the Provost/Vice President for Academic Affairs, President and Texas Higher Education Coordinating Board (THECB) for approval.

2. After on-campus routing (see subsection F below), curriculum changes that are considered "substantive" by THECB will be sent from the President to the Executive Vice Chancellor for Academic Affairs for review in the Office of the Chancellor. These curriculum changes must be approved by The University of Texas System Board of Regents prior to forwarding to THECB.

3. In the case of curriculum changes that are considered "non-substantive" by THECB, the curriculum change requests from the President can be approved by the Executive Vice Chancellor and forwarded directly to the Commissioner for his or her approval.

D. Definitions

1. *Curriculum changes.* Refers to any additions, deletions and/or revisions to the curriculum. Course changes, new programs, degrees, or majors are all curriculum changes.

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E. Responsibilities

Not applicable.

F. Procedures

1. On-Campus Routing for Curriculum Changes

   a. Curriculum change requests normally originate with the faculty in program/department and are routed through the department chairperson/program coordinator/director.

   b. Fifteen copies of the curriculum change request, prepared in the appropriate format, must be completed, approved by appropriate faculty, the department chair and submitted to the appropriate Dean.

   c. The Dean will review the curriculum change request and submit requests he or she approves to either the Vice Provost for Undergraduate Studies or Vice Provost for Graduate Programs for placing on the agenda of the University Curriculum Committee (undergraduate curriculum changes) or Graduate Council (graduate curriculum changes) for evaluation and recommendation.

      i. If a request for a curriculum change is not approved, the request forms are returned to the department chairperson. The reason(s) for not approving a curriculum change must be provided to the Dean and department chairperson.

   d. Upon receipt of the curriculum change request forms, the Provost/Vice President for Academic Affairs will review the request and prepare a recommendation for the President.

G. Review

The Divisional Head for this policy is the Provost/Vice President for Academic Affairs and this policy shall be reviewed every five years or sooner if necessary by the following Stakeholders:

1. Vice Provost for Undergraduate Studies – Senior Reviewer
2. Academic Affairs Executive Team
3. Curriculum Committee Chair
4. Graduate Council Chair
5. Faculty Senate Chair