

November 16, 2021

All changes to the undergraduate and graduate curricula at Texas A&M University-Kingsville must be reviewed by the appropriate program/department; college curriculum committee; the college dean; the University Curriculum Committee (UCC), General Education Committee (Gen Ed), or Graduate Council (GC); and the Provost/Vice President for Academic Affairs. This procedure outlines the peer review and approval process for curricular additions, revisions, and deletions, as well as the responsibilities of involved parties. Guidelines are provided for assigning credit and level to coursework.

COMMON REPORTING REQUIREMENTS AND TIMELINES

- 1.1. Proposals for new programs or changes to existing programs must include a required Texas A&M-Kingsville forms. If external notification or approval is required, relevant required forms must also be submitted (e.g., TAMUS Board of

- 1.2. The internal Full Review Process typically takes a minimum of six months, beginning with the initiating unit and ending with institutional approval. The Editorial Change Process and the Minor Change Process may have a shortened timeline.
- 1.3. The timeline for proposals requiring TAMUS notification or approval varies according to whether or not the item requires Board of

- 6.1.7. Announcing or advertising a program only after it has received final approval, including any external approvals required;
 - 6.1.8. Approving proposals in the curriculum workflow system only after assuring that all of the above responsibilities have been met;
 - 6.1.9. In cooperation with the Office of Distance Learning and Instructional Technology and the Office of Academic Affairs, monitor the availability of coursework offered by distance education. When it becomes possible for a student to take 50% or more of the coursework for their degree plan by distance education, the department is responsible for ensuring that the program is approved for distance education.
- 6.2. Academic Deans of Colleges, or their designees, are responsible for:
- 6.2.1. Acknowledging that all responsibilities listed above have been met when approving the proposal in the curriculum workflow system.
 - 6.2.2. Ensuring that college curriculum committees reviewing proposals are knowledgeable about the current processes;
- 6.3. Department, College, and University-level curriculum committees (UCC/Gen Ed/GC) are responsible for, as appropriate:
- 6.3.1. Evaluating proposals within the context of the University's mission and scope;
 - 6.3.2. Ensuring that proposed programs are of high quality and adhere to TAMUS, THECB, and SACSCOC guidelines for good practices, see <https://sacscoc.org/app/uploads/2019/08/PoliciesGuidelinesDefinitions.pdf>
 - 6.3.3. In partnership with the Office of Academic Affairs, communicating clearly to the campus community the requirements for proposals submitted to university-level curriculum committees;
 - 6.3.4. Monitoring proposals to ensure consistency in adhering to the curriculum committee's own principles and requirements, as well as to approved standards such as university syllabus guidelines;
 - 6.3.5. Avoiding unnecessary duplication of programs or conflicts with other existing programs;
 - 6.3.6. Department & College curriculum committees are responsible for:

“Curricular,” “curriculum,” and “program” refer to academic programs, including courses, minors, degrees, and certificates.

“Editorial Change” is defined as modifications to existing curriculum that do not involve changes to content, prerequisites, or credit hours, such as corrections of spelling, typographical, or factual errors. Examples include but are not limited to:

- Editorial changes to course, minor, or degree or certificate program descriptions; and
- Changes to a course CIP code.

“Minor change” is defined as a change to an existing degree or certificate program that does not alter the academic requirements for the degree or certificate program. Examples of minor changes include but are not limited to:

- Changes to a program’s CIP code;
- Adding delivery of an existing degree or certificate program by distance education (online, hybrid, electronic to group, or off-campus)