Curriculum Proposal Form

Submission Date: _____   School/Department: _____

Originator: _____   Effective Term*: _____

Is this a change required by an external entity? ____ No   ____ Yes

If you answered "yes" to the question above, please complete the following and attach the required

documentation:

Name of the external entity: _____ When must the changes be implemented? _____

Description of required change(s): _____

Except as required by accrediting organizations and the state of Texas, curriculum changes that are approved by the January/February Curriculum Committee meeting will be included in the following year's catalog. For example, a change approved during the January/February 2024 Curriculum Committee would be included in the 2024-25 catalog. Changes made after this Curriculum Committee will be included in the following year's catalog.

☐ COURSE CHANGE

Course (rubric and number): _____

Course Title: _____

Instructions: Check the box that best describes the changes you are making to the course.

☐ Add a new course (must attach course description)   ☐ Delete a Course

☐ Revise Course/Contact Hours ☐ Revise Course Description   ☐ Revise Course Title*

☐ Change a Prerequisite^   ☐ Change a Corequisite^

☐ Unique Course Request+   ☐ Add course to core

*Must use course title as shown in the ACGM or WECM or have permission from THECB to change title.
+Must complete a THECB application four months prior to student enrollment.
^A prerequisite and/or corequisite change must either match or exceed ACGM or WECM requirements.

Course information

Lecture hours per week (16-week semester)	
Lab hours per week (16-week semester)	
Clinical/Practicum hours per week	
Total Contact/Clock Hours	
Grading System	☐ Pass/Fail ☐ Letter Grade
Prerequisite(s)	
Corequisite(s)	

Revised August 30, 2023

Justification for change:

If there is a potential impact due to these changes, describe the impact and how it will be addressed.

Attached Documents:

☐ Current course description(s) ☐ Proposed course description(s)
☐ Other _____

☐ PROGRAM CHANGE

Program Title: _____ _____

☐ Add a New Award* (must attach program description, course sequence, and PLOs)

☐ Revise a Program (please select percentage):   ☐ *0-24%* ☐ *25-49%** ☐ *50-100%**

☐ Deactivate Program   ☐ Add course(s)   ☐ Delete course(s)   ☐ Delete an Award

☐ Revise CIP code (Approval Number)

*see notes on Page 3

Justification for change:

If there is a potential impact due to these changes, describe the impact and how it will be addressed.

Certificate/degree program description

Attached Documents:

☐ Current degree plan   ☐ Proposed degree plan/sequence   ☐ PLOs
☐ Other _____

Revised August 30, 2023

Units to Notify:

☐Academic Success ☐ Financial Aid ☐ Registrar ☐ Marketing (website)
☐Inst. Effectiveness (catalog) ☐ Student Affairs (Pathways) ☐Learning Resources

---

E-Signatures:

Originator: _____ Date: _____

Academic Administrator: _____ Date: _____

Curriculum Subcommittee Chair: _____ Date: _____

VP of Academic Affairs: _____ Date: _____

NOTES:

Changes to Programs

Modifications to a program of **0-24%** do not require notification or approval to SACS-COC.

Modifications of **25-49%** to a program's content requires a **notification** to SACS-COC. A notification can be submitted any time and the change can be implemented immediately after submission. IE will submit the notification on your behalf, using the information provided in this form.

A new program or modification of **50-100%** to an existing program's content requires **approval** from SACS-COC. The program director should work with the Vice President of Academic Affairs to create a prospectus for submission. *Changes cannot be implemented until approval is received.*

Percentage of change in a program should be determined by the percentage of semester credit hours (SCH) being modified. For example, if an award is 60 hours and 3 courses (9 hours) are being swapped, that equates to a 15% change and would not require a notification or approval by SACS-COC. However, an award of 18 hours, with 2 courses (6 hours) being swapped, is a 33% change and would require notification to SACS-COC.

Timeline for SACS-COC Approvals

Deadline	Implementation Date
January 1	July1-December 31 of the <u>same</u> calendar year
July 1	January 1-June 30 of <u>subsequent</u> calendar year

Revised August 30, 2023