STANDARD ADMINISTRATIVE PROCEDURE

11.99.99.M0.01   Curricular Processes

Approved September 7, 2012
Revised December 11, 2014
Revised June 19, 2018
Next scheduled review: June 19, 2023

Reason for Procedure

The institution's curriculum shall be appropriate and directly related to the institution's mission, the goals of the institution, and the diplomas, certificates, and degrees awarded.

All proposals for new or changed curriculum (i.e., academic programs, including courses, certificates, minors, and degrees) are reviewed by processes internal to Texas A&M University (TAMU) in order to ensure quality, reduce redundancy, and track progress. All proposals will route through one of three processes:

- Full Review Process: most proposals for course and curricular changes will move through full approval process as described below.
- Editorial Change Process: used for proposals that involve only "editorial changes" to courses, minors, or degree or certificate programs as defined below.
- Minor Change Process: used for proposals that involve a "minor change" to an existing degree or certificate program that does not alter the academic requirements for the degree or certificate program.

With the exception of the Editorial Change Process, all curricular proposals require approval by the President or designee. Following institutional approval, many proposals also require further external approval or notification to one or more organizations outside TAMU. Administrative changes, such as adding or modifying administrative units, are governed by their own rules and regulations. See University SAP 03.02.02.M0.02, System Policy 11.10, and http://www.tamus.edu/academic/approval-process/.

This SAP outlines the institutional processes for curricular proposals, and outlines the external processes, including those at The Texas A&M University System (TAMUS), TAMUS Board of Regents, Texas Higher Education Coordinating Board (THECB), Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and the U.S. Department of Education, as appropriate.

Definitions

"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:
- Editorial changes to course, minor, or degree or certificate program descriptions;
- Changes to a course CIP Code;
- Delivery of existing courses offered at one TAMU location face-to-face at other locations.

"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. Minor changes are the following:
- CIP Code change;
- Adding delivery of an existing degree or certificate program by distance education (online, electronic to group, or off-campus face-to-face); and
- Offering four or more courses in a doctoral program by distance (online, electronic to group, or off-campus face-to-face).

Official Procedure

The University shall be guided by policies, rules, and procedures of TAMU, TAMUS, THECB, SACSCOC (and, when applicable, other accrediting bodies), and the U.S. Department of Education.

1.   COMMON REPORTING REQUIREMENTS AND TIMELINES

　　　1.1   All proposals require submission through the Curricular Approval Request System (CARS).

　　　1.2   Proposals must include all required TAMU forms. If external notification or approval is required, relevant required forms must also be submitted (e.g., TAMUS Board of Regents Agenda Item for new degree program, THECB proposal or notification form, etc.)

　　　　　1.2.1   Submission forms and resources are available on the website of Curricular Services in the Office of the Registrar at TAMU.

　　　　　1.2.2   If all required forms are not included, the proposal will be returned to the initiating department.

1.3 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.

1.4 The timeline for proposals requiring TAMUS notification or approval varies according to whether or not the item requires Board of Regents' approval.

1.5 The timing of THECB notification or approval varies depending on the complexity of the proposal and its approval requirements.

2. FULL REVIEW PROCESS:

2.1 Following submission in CARS, the proposal will follow the automated routing to include the appropriate department(s), college(s), Curricular Services, Provost and Executive Vice President, Undergraduate Curriculum Committee (UCC) or Graduate Council (GC), as appropriate, the Faculty Senate, and President. If the proposal involves more than one department and/or college, the proposal will route to each department and/or college.

2.2 At each step of the routing, the proposal may be approved to move to the next step or returned to a prior level for further action.

2.3 Following institutional approval, the Office of the Provost and Executive Vice President coordinates submission of required documents to TAMUS; TAMUS Board of Regents; THECB; SACSCOC; and the U.S. Department of Education, as required.

2.4 Proposals requiring the Full Review Process include:

2.4.1 New degree programs
2.4.2 New certificate programs
2.4.3 New courses
2.4.4 Existing courses to be offered in a nontraditional format (See, TAMU Rule 11.03.99.M1, *Definition of a Credit Hour*)
2.4.5 New minors
2.4.6 University Studies concentrations
2.4.7 Undergraduate tracks within an existing degree program
2.4.8 Dual degree
2.4.9 Joint degree
2.4.10 3+2 programs (within TAMU or with another institution)
2.4.11 Program closure (degree, minor, or certificate program)
2.4.12 Degree, minor, or certificate name change
2.4.13 Semester Credit Hour (SCH) change for degree, minor, or certificate

programs

2.4.14 Change to degree, minor, or certificate program requirements with no change in SCH

2.4.15 Non-Editorial Change to existing courses, such as course description, title, prerequisites, level, or SCH

3. EDITORIAL CHANGE PROCESS:

3.1 Following submission in CARS and routing to and approval by the department(s) and college(s) and review by Curricular Services for sufficiency, Editorial Change proposals are implemented without further review or vote by the UCC and/or GC, or by the Faculty Senate. If there is a question whether the proposal is for an Editorial Change, the determination will be made by the appropriate curriculum committee.

4. MINOR CHANGE PROCESS:

4.1 Following submission in CARS and routing to and approval by the department(s) and college(s), review by Curricular Services for sufficiency, and approval by the UCC or GC, as appropriate, Minor Change proposals are routed to the Office of the Provost and Executive Vice President for institutional approval and submission of required documents to TAMUS; TAMUS Board of Regents; THECB; SACSCOC; and the U.S. Department of Education, as required.

5. RESPONSIBILITIES

5.1 Department Heads and Program Chairs, who are responsible for program coordination, as well as curriculum development and review, are responsible for:

5.1.1 Preparing proposals using current forms and guidelines;

5.1.2 Consulting with and seeking acquiescence from other TAMU units whose programs are or may be implicated in the proposed program;

5.1.3 Consulting with Curricular Services or the Office of the Provost for guidance, if needed;

5.1.4 Monitoring proposed programs for quality and compliance, including adherence to "good practice" statements from TAMUS, the THECB, and SACSCOC, where relevant;

5.1.5 Ensuring curriculum is appropriate and related to the institution's mission;

5.1.6 Announcing or advertising a program only after it has received final approval, including any external approvals required;

5.1.7 Approving proposals in CARS only after assuring that all of the above

responsibilities have been met.

    5.1.8   In cooperation with the Office of the Registrar, monitor the availability of coursework offered by distance education. When it becomes possible for a student to take 50% or more of their coursework by distance education, the department is responsible for ensuring that the program is approved for distance education.

5.2   Deans of Colleges are responsible for:

    5.2.1   Ensuring that college curriculum committees reviewing proposals are knowledgeable about the current process;

    5.2.2   Attesting to the quality of the proposed program;

    5.2.3   Acknowledging that all responsibilities listed above have been met when approving the proposal in CARS.

5.3   Curriculum committees (UCC/GC) are responsible for:

    5.3.1   Evaluating proposals within the context of the university's mission and scope;

    5.3.2   Ensuring that proposed educational programs are of high quality and adhere to TAMUS, THECB, and SACSCOC guidelines for good practices (see especially http://www.sacscoc.org/policies.asp);

    5.3.3.   Ensuring that student learning outcomes are consistent and appropriately matched to the level of proposed courses;

    5.3.4   In partnership with Curricular Services and the Faculty Senate, communicating clearly to the campus community the requirements for proposals submitted to university-level curriculum committees;

    5.3.5   Monitoring proposals to ensure consistency in adhering to the curriculum committee's own principles and requirements, as well as to approved standards such as Minimum Syllabus Requirements;

    5.3.6   Avoiding unnecessary duplication of programs or conflicts with other existing programs;

    5.3.7   Ensuring, as far as possible, that all responsibilities listed above have been met;

    5.3.8   Reporting to the Faculty Senate and others as required or needed.

5.4   The Faculty Senate is responsible for:

5.4.1   Representing the entire faculty as the body charged with ensuring the content, quality, and effectiveness of graduate and undergraduate curricula is appropriate and directly related to the institution's mission, the goals of the institution, and the diplomas, certificates, and degrees awarded.;

5.4.2   Charging the curriculum committees and providing guidance as needed for evaluating proposals;

5.4.3   Performing due diligence in creating or amending courses and programs according to the standards set by the institution, the system, the state, the regional accrediting body, other accrediting agencies, when relevant; and the federal government;

5.4.4   Ensuring, as far as possible, that all responsibilities listed above have been met; and

5.4.5   Reporting Faculty Senate actions to the President through the Provost and Executive Vice President.

5.5   The Office of the Provost and Executive Vice President is responsible for:

5.5.1   Communicating information affecting curriculum or approval processes to the university community, particularly the Faculty Senate and Council of Deans;

5.5.2   Overseeing and providing guidance for Curricular Services;

5.5.3   Reviewing proposals in CARS for all of the standards of quality and excellence listed above prior to forwarding to the President, or designee, for final institutional approval;

5.5.4   Coordinating submission of institutionally approved curricular proposals to TAMUS; TAMUS Board of Regents; THECB; SACSCOC; and the U.S. Department of Education, as required (for SACSCOC requirements relating to substantive changes, see University SAP 11.99.99.M0.02, *Substantive Change*);

5.5.5   Maintaining records and distributing copies of approvals from TAMUS, THECB, and SACSCOC to appropriate campus offices, including Scholarships and Financial Aid for the purpose of updating and submitting the Program Participation Agreement to the U.S. Department of Education.

Related Statutes and Policies

System Policy 11.03, *Shortened Courses*
http://policies.tamus.edu/11-03.pdf

System Policy 11.06, *Core Curriculum*
http://policies.tamus.edu/11-06.pdf

System Policy 11.10, *Academic Program Requests*
http://policies.tamus.edu/11-10.pdf

Texas Administrative Code (TAC), Chapter 19, Part 1, Subchapter 4, Subchapter Q, §4.272
http://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=
&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=4&rl=272

University SAP 03.02.02.M0.02, *Policy and Procedure for Effecting Change in Academic Departmental Structure*
http://rules-saps.tamu.edu/PDFs/03.02.02.M0.02.pdf

University Rule 11.03.99.M1, *Definition of Credit Hour*
http://rules-saps.tamu.edu/PDFs/11.03.99.M1.pdf

University SAP 11.99.99.M0.02, *Substantive Change*
http://rules-saps.tamu.edu/PDFs/11.99.99.M0.02.pdf

Contact Office

For information on clarification on this procedure, call (979) 845-4016 or use email http://provost.tamu.edu.

OFFICE OF RESPONSIBILITY:
Provost and Executive Vice President