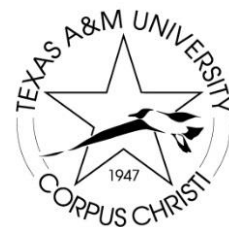


11.10.99.C0.03 Development of Courses and Catalog Revisions



Revised: October 6, 2025

Next Scheduled Review: December 2, 2029

[Revision History](#)

Procedure Summary

All changes to the undergraduate and graduate catalogs at Texas A&M University-Corpus Christi (TAMU-CC) must be reviewed by the appropriate program/department, academic unit (e.g., college, school) curriculum committee, the academic unit dean/director, the University Curriculum Committee, and the Provost and Vice President for Academic Affairs (Provost). This procedure outlines the approval process for developing new courses and catalog revisions, as well as the responsibilities of involved parties.

Procedure

1. GENERAL

A course is considered new when it currently does not exist at the university. New courses and revisions to the existing catalog must follow the process outlined in this procedure.

2. DEVELOPMENT OF NEW COURSES

- 2.1. All new courses, course changes, and course deletions must go through the catalog review process before they may be included in the course inventory.
- 2.2. New courses cannot be submitted or approved outside of the catalog copy without Provost approval. In rare cases, courses may be taught under existing special topics headings provided the course content is approved by the department chair, academic unit dean, and Provost or designee.

3. RESPONSIBILITIES IN THE CURRICULUM REVIEW PROCESS

- 3.1. The faculty originators are responsible for:

- (a) Obtaining initial support with the department chair(s), academic unit dean/director, and the Office of the Provost.
- (b) Presenting the catalog revisions to the department faculty for a vote.

3.2. Department chairs are responsible for:

- (a) Ensuring that proposals are properly prepared, and all necessary forms are completed, including attachments (e.g., syllabi, letters of support or votes from affected departments & committees).
- (b) Ensuring that all information being entered into the approved university catalog database is correct.
- (c) Alerting other department chairs if the curriculum will involve their departments; supporting documentation from the affected departments must be included in the proposal.
- (d) Monitoring the proposed catalog revisions for quality and compliance with the standards of the university, the Texas A&M University System (TAMUS), the Texas Higher Education Coordinating Board (THECB), and Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
- (e) Documenting the departmental faculty vote.
- (f) Routing the complete proposal to the academic unit curriculum committee.

3.3. The academic unit curriculum committees, whose makeup is defined by the academic unit, are responsible for:

- (a) Reviewing the materials for quality, integrity, academic rigor, and purpose.
- (b) Considering if the changes support the university's mission.
- (c) Checking for potential duplication between disciplines within the academic unit.
- (d) Reaching out to the faculty originators and the department chair(s) should anything need clarification.
- (e) Routing recommendations to the respective academic unit

dean/director.

3.4. Academic unit dean/directors and their designated staff are responsible for

- (a) Ensuring that the faculty on academic unit curriculum committees are knowledgeable about the process and the standards for catalog revisions.
- (b) Working with the departments and programs to ensure that any changes requested by the majority of the academic unit curriculum committee are addressed.
- (c) Holding a vote of the academic unit faculty if required by the academic unit's faculty handbook.
- (d) Assuming responsibility for the completeness of materials, copy editing, and compliance with THECB policies.
- (e) Having final approval of expedited review items.
- (f) Evaluating the viability of the proposals, including faculty workload, financial sustainability, availability of resources, and market demand.
- (g) Routing to the University Curriculum Committee (UCC).

3.5. The UCC will be chaired by the chair of the Faculty Advisory Council's Academic Affairs Committee. Details on the committee membership can be found on TAMU-CC's official Committee and Councils webpage. The UCC is responsible for:

- (a) Reviewing the materials for quality, integrity, academic rigor, and purpose.
- (b) Evaluating catalog revisions to ensure that they support the university's mission.
- (c) Identifying unnecessary duplication of courses and conflicts of interest with other existing courses.
- (d) Ensuring that the proposals meet the quality standards set forth by the university, TAMUS, THECB, and SACSCOC.
- (e) Holding meetings as required in the published catalog review schedule.

(f) Routing recommendations to Academic Affairs.

4. INTERNAL REVIEW OF NEW COURSES AND CATALOG REVISIONS

- 4.1. The originator secures the support of the department chair(s), academic unit dean/director, and Office of the Provost.
- 4.2. The appropriate forms must be completed in the approved university catalog database. Requested syllabi must include the course number, the name of the course, a course description, student learning outcomes, major assignments, required readings, grading criteria, and a course schedule.
- 4.3. According to the SACSOC Resource Manual, curriculum approval will begin at the department or program level and be controlled by the faculty. Therefore, the catalog revision proposal must be reviewed and voted on by departmental faculty first and entered in the university's catalog software no later than the deadlines on the published catalog review schedule. The academic unit's curriculum committee will review and submit to the academic unit dean/director's office according to the published deadlines. It is encouraged to note the academic unit's curriculum committee's meeting schedule to prevent possible delays.
- 4.4. The academic unit dean/director's office will work with the originator and the department chair(s) to ensure that any changes requested by the majority of the academic unit committee are made in the approved university catalog database. If the department faculty disagree with the changes requested, an explanation of the disagreement must be noted and forwarded with the proposal. If the academic unit's faculty handbook calls for it, an all-faculty vote must be taken before the academic unit dean/director's recommendation is forwarded. The academic unit dean/director's office will submit according to the published deadlines.
- 4.5. Materials will be forwarded to the UCC according to the published deadlines. Prior to the committees' meeting(s), members will share proposals with their constituencies in order to solicit feedback to bring to the committee meetings. An agenda must be sent to the academic unit dean/director's office at least five (5) business days prior to the meeting. In order to facilitate the necessary discussion, meetings will be conducted in a medium to encourage synchronous interactions (e.g., face-to-face, web conferencing, conference call). Anyone in the university community is welcome to attend UCC meetings but will need to be recognized by the chair for speaking privileges.

4.6. Materials will be forwarded to the Division of Academic Affairs. A representative from the Division of Academic Affairs will provide a list of courses under consideration to the University Registrar's Office and Veteran's Affairs according to the published deadlines. A representative from the Division of Academic Affairs will contact originators and department chair(s) regarding any changes recommended by the UCC. If there is a difference of opinion regarding changes, then the Division of Academic Affairs will facilitate conversations to collaboratively find solutions. The President has the authority to make a final decision.

4.7. The catalog will be published no later than May 15th.

5. NEW DEGREE PROGRAMS, CERTIFICATES, AND MINORS

5.1. New Degree Programs and Certificates

While catalog copy for new degree programs and certificates is reviewed as part of the catalog process, the catalog review process is not the formal approval process for these items. All new degree programs and certificates must be approved as described in university procedures *11.10.99.C0.01, Development of Academic Degree Programs* and *11.10.99.C0.02, Development of Certificate Programs*, respectively. These programs can only be published in the catalog after final approval is received from all governing bodies as required by these procedures.

5.2. Minors

The process for adding or revising current minors can be found in university procedure *11.99.99.C0.01, Academic Minors*.

Related Statutes, Policies, or Requirements

System Policy [11.10, Academic Program Requests](#)

University Procedure [11.10.99.C0.01, Development of Academic Degree Programs](#)

University Procedure [11.10.99.C0.02, Development of Certificate Programs](#)

University Procedure [11.10.99.C0.04, Distance Education Programs](#)

University Procedure [11.10.99.C0.05, Substantive Change](#)

University Procedure [11.99.99.C0.01, Academic Minors](#)

This procedure supersedes:

- 03.02.02.C2.01, *Development of New Courses and Catalog Revisions*

Contact Office

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