1. Curriculum change proposals must be submitted approximately two months, if substantive, or one month, if non-substantive, prior to the appropriate university-level curriculum committee meeting to allow for review and comments from the Provost’s Office as well as committee members.
2. Once undergraduate curriculum change proposals have been approved by the UGCC, they will be submitted at the following month's Faculty Senate meeting.
3. Upon endorsement by the Faculty Senate, the meeting minutes will be approved at the following month’s meeting.
4. Upon endorsement by the Graduate Council of graduate curriculum change proposals, the meeting minutes will be approved at the following month’s meeting.
5. Approximately one month after the minutes of the Faculty Senate and Graduate Council meetings have been approved, an Action Report describing each of the proposals will be drafted.
6. The Action Report will be forwarded to the Provost for endorsement.
7. The Provost’s Office will forward the Action Report to the President’s Office for endorsement. Upon endorsement, the President’s Office will forward it back to the Provost’s Office.
8. If applicable, the curriculum change proposal will be submitted, by the Provost’s Office, to the UT System and the THECB for approval.
9. If the curriculum change proposal does not require external approval, the Provost’s Office will forward the proposal to the Registrar’s Office. Updates to Banner and the Catalog will be made within two weeks.

*Substantive curriculum changes include:
- Proposing a new program, minor, certificate, concentration, or a track
- Changing the content of a program by more than 25%
- Lowering or raising the required SCH in a program

*If a curriculum change proposal affects an undergraduate and graduate level program, it will be submitted to the UGCC/Faculty Senate and the Graduate Council