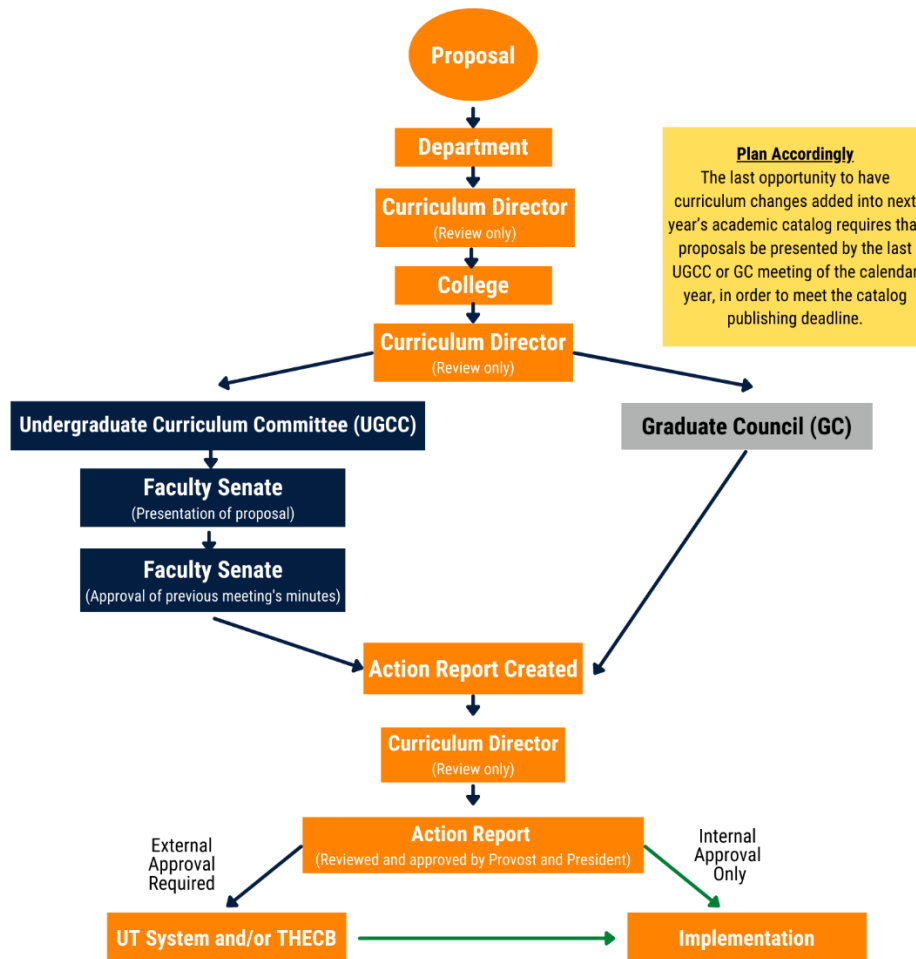




## Curriculum and Approval Process and FAQs

The diagram below illustrates the approval steps involved in making curriculum changes. Prior to initiating program changes or new program planning, faculty, administrators, and staff are encouraged to contact the Director of Academic Reports and Curriculum in the Provost's Office at (915) 747-7163 to discuss the requirements and approval process. **Please note, the academic catalog is published once a year in April.** To ensure that curriculum changes are reflected in next academic year's catalog, proposals must be presented to the Undergraduate Curriculum Committee (UGCC) or the Graduate Council (GC) by their last meeting of the calendar year. UGCC and GC meeting dates are available at the website link below. Additionally, new programs may require completion of a budget template. Important dates and a budget template are available at: [www.utep.edu/provost/curriculum/index.html](http://www.utep.edu/provost/curriculum/index.html).



## **Curriculum and Academic Catalog FAQs**

### **When will my changes to a degree plan be reflected in the academic catalog?**

The catalog is published once a year in April. Degree plan changes received between January and December will be reflected in the catalog the following academic year. For example, degree plan changes received between January 2022 and December 2022 will be visible in the 2023-24 catalog.

### **Why is the academic catalog published once a year in April?**

The catalog is published in April so that updated degree plans for the upcoming academic year are available to all students. The changes are especially important for Financial Aid and Program of Study review.

The Military Student Success Center (MSSC) is required to submit a finalized, PDF copy of the catalog to the United States Department of Veteran Affairs (VA) in order for eligible students to receive VA funding. This submission must occur as soon as possible to ensure students receive their funding, and the early catalog publication date allows for an earlier submission to the VA (it can take months for them to approve).

### **Why can't degree plan changes that are approved January through August be implemented in the current catalog?**

Once the catalog is published, the degree information becomes the official degree plan for each program, certificate, and/or minor, and must remain so for the full academic year. This means that degree plan changes approved after the catalog change deadline cannot be effective until the subsequent academic year/catalog.

The MSSC is required to submit a finalized, PDF copy of the catalog which they use to approve VA funding. The courses students take must match their catalog, and any changes made after the catalog is published can result in courses not being funded by the VA.

SACSCOC (Accreditation) policy – The catalog acts as the public disclosure of obligations and responsibilities for students, requiring us to ensure the information provided is accurate and timely.

### **I submitted a degree change; when is the catalog review period?**

The review period for the catalog is April through July. We encourage programs to review and notify the Catalog and Curriculum Coordinator ([curriculum@utep.edu](mailto:curriculum@utep.edu)) with any concerns.

### **Why is there a time gap between when the catalog is published and when it is finalized?**

This gap is intended as a review period when programs must review information on the college and program pages to ensure the degree plans and text are accurate. Once the text is finalized, we provide a PDF to the MSSC, who then submits it to the VA.

### **What changes can be implemented to the catalog throughout the year?**

Changes that can be implemented to the catalog throughout the year include: prerequisite/restriction removal, course adds, administrative changes, course deactivations, course reactivations, and minor typo corrections. Please contact [curriculum@utep.edu](mailto:curriculum@utep.edu) for more information.

**Do all changes require approval through the full curriculum approval process?**

No; some changes require only program, department, or college approval. These can be found under the Required Approvals and Notifications tab on the Curriculum and Administrative Unit Changes webpage (<https://www.utep.edu/provost/curriculum/index.html>).

**Who do I contact with curriculum proposal and/or the curriculum approval process questions?**

Please contact the Director of Academic Reports and Curriculum [at jarivera6@utep.edu](mailto:jarivera6@utep.edu) or [curriculum@utep.edu](mailto:curriculum@utep.edu).

**Who do I send updates for catalog typos and/or errors to?**

Catalog typos and/or errors should be sent to the Catalog and Curriculum Coordinator at [iperez9@utep.edu](mailto:iperez9@utep.edu) or [curriculum@utep.edu](mailto:curriculum@utep.edu). The majority can be fixed throughout the year.

**Who do I contact if I believe a degree plan is displaying incorrectly in the catalog, Goldmine, or at degreeplans.utep.edu?**

Degree plan concerns should be sent to the Director of Academic Reports and Curriculum at [arivera6@utep.edu](mailto:arivera6@utep.edu) or [curriculum@utep.edu](mailto:curriculum@utep.edu).

**When a degree plan is updated in the catalog is it also updated in Goldmine/degreeplans.utep.edu?**

The degree plans in the catalog and in Goldmine/degreeplans.utep.edu are updated separately, but changes should be implemented for both within a short time of each other.

**Faculty information is incorrect in the catalog, what do I do?**

Check Faculty Success at <https://www.utep.edu/facultysuccess> (formerly Digital Measures) and make sure the information is correct there. If incorrect, update as needed. If all information in Faculty Success is correct but the catalog information is not, contact the [Director of Faculty Activity Reporting](#) at [facultysuccess@utep.edu](mailto:facultysuccess@utep.edu) and the [Catalog and Curriculum Coordinator](#) at [iperez9@utep.edu](mailto:iperez9@utep.edu) or [curriculum@utep.edu](mailto:curriculum@utep.edu).

**Why can't each program decide which faculty they want listed in the catalog?**

Faculty information on the catalog pages cannot be manually updated. Faculty information is pulled from Faculty Success (formerly Digital Measures) and includes faculty with the following titles:

- Professor
- Assistant Professor
- Associate Professor
- Professor of Instruction
- Associate Professor of Instruction
- Assistant Professor of Instruction
- Professor of Practice
- Assistant Professor of Practice
- Clinical Assistant Professor
- Clinical Associate Professor
- Clinical Instructor
- Senior Lecturer

**Please contact [curriculum@utep.edu](mailto:curriculum@utep.edu) for more information or assistance.**