

Month	Review Group	Action
February	Faculty	Submit course addition, change, & deletion proposals to Department Chairs/School Directors
	Department Chairs/School Directors	Submit course addition, change, & deletion proposals to College Dean
	College Curriculum Committees	Review course proposals
	College Councils	Review course proposals
	College Deans	Review course proposals
March	College Deans	Submit Summary of course changes to Faculty Senate, Graduate Dean, & Provost
	Graduate Dean	Review Summary of course changes
	Provost	Review Summary of course changes
	Provost	Submit Summary of course changes to Board of Regents
	Provost	Enter course changes in course inventory
	Provost & Graduate Dean	Edit Undergraduate & Graduate Catalogs with course changes
	Registrar	Post Fall Schedule of Classes to web including course changes
	College Deans	Submit Preliminary Summary of course adds & deletes to Faculty Senate, other Deans, & Provost
	Faculty	Review Preliminary Summary of course adds & deletes
	College Deans	Review Preliminary Summary of course adds & deletes from other College Deans
	Provost	Review Preliminary Summary of course adds & deletes
April		Fall Registration including course changes
	College Deans	Submit Final Summary of course adds & deletes to other Deans & Provost
	College Deans	Submit course proposals to Provost
May	Board of Regents	Review Summary of course changes
	Provost	Submit Summary of course changes to Coordinating Board
August	Provost	Submit Final Summary of course adds & deletes to University Curriculum Committee
September	University Curriculum Committee	Review Final Summary & proposals for course adds & deletes
	Provost	Review Final Summary of course adds & deletes
	Provost	Submit Final Summary of course adds & deletes to Board of Regents
October	Provost	Enter course adds & deletes in course inventory
	Registrar	Develop Fall Schedule of Classes including course adds & deletes
November	Board of Regents	Review Final Summary of course adds & deletes
March	Provost & Graduate Dean	Edit Undergraduate & Graduate Catalogs with course adds & deletes
	Registrar	Post Fall Schedule of Classes to web including course adds & deletes
April		Fall Registration including course adds & deletes

Course Addition Review Cycle

Month	Review Group
February	College Curriculum Committees
	College Councils College Deans
March	All Deans and Faculty
September	University Curriculum Committee
	Provost
November	Board of Regents
May	Texas Higher Education Coordinating Board

Course Change Review Cycle

Month	Review Group
February	College Curriculum Committees
	College Councils College Deans
March	Graduate Dean
	Provost
May	Board of Regents
	Texas Higher Education Coordinating Board

Course Deletion Review Cycle

Month	Review Group
February	College Curriculum Committees
	College Councils College Deans
March	All Deans and Faculty
September	University Curriculum Committee
	Provost
November	Board of Regents
May	Texas Higher Education Coordinating Board