



Somer Franklin

# Sam Houston State University

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™

## OFFICE OF ACADEMIC PLANNING AND ASSESSMENT

July 21, 2017

**TO:** Academic Deans and Associate Deans  
**FROM:** Somer Franklin, Associate Vice President for Academic Affairs  
**SUBJECT:** Curriculum Review Cycle

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The curriculum review cycle provides an opportunity for each college to submit requests for addition or deletion of courses; changes in course prefix, title, and/or number; additions or modification to the core curriculum; and additions, deletions, or changes to degree programs.

Please, note that the curriculum timeline has changed. To allow for a more agile curriculum review and implementation process, colleges will be permitted to submit curriculum requests twice per academic year, once in both the fall and spring semesters. Both course and degree related curriculum requests will be accepted and reviewed at each of the submission points. Please, reference the attached curriculum due dates and related timelines.

To ensure a streamlined, effective process, the submission of high quality curriculum proposals is essential. While each college has a curriculum committee, the dean of each college is ultimately responsible for ensuring the quality and timeliness of the curriculum submissions. **Requests that are significantly inconsistent with the required format specifications or require substantial revision by the University Curriculum Committee may be returned to the college to be resubmitted in a subsequent cycle.**

For additional curriculum guidelines, expectations, and resources, please visit the Curriculum webpage from the Office of Academic Planning and Assessment's website at [www.shsu.edu/dept/academic-planning-and-assessment/curriculum/index.html](http://www.shsu.edu/dept/academic-planning-and-assessment/curriculum/index.html).

Please let me know if you should have any questions or concerns. Thank you for your attention to this very important matter.

## Attachment

### Fall Submission

Process Step	February Board Meeting
<b>Curriculum Reports Due to Academic Planning &amp; Assessment</b>	<b>September 18, 2017</b>
University Curriculum Committee Review	October - November 2017
Academic Affairs Council	December 2017
Provost/President	December 2017
TSUS Board of Regents	December 2017 (Feb Board Meeting)
THECB	March 2018 (if applicable)
Targeted Implementation Date	Fall 2018 – Course Related Changes Fall 2018 or 2019* – New Degree Programs

### Spring Submission

Process Step	February Board Meeting
<b>Curriculum Reports Due to Academic Planning &amp; Assessment</b>	<b>March 19, 2018</b>
University Curriculum Committee Review	April - May 2018
Academic Affairs Council	June 2018
Provost/President	June 2018
TSUS Board of Regents	June 2018 (August Board Meeting)
THECB	September 2018 (if applicable)
Targeted Implementation Date	Fall 2019 – Course Related Changes Fall 2019 or 2020* – New Degree Programs

\* Implementation date is dependent upon THECB response time.

pc Richard Eglsaer, Provost  
Chair, University Curriculum Committee  
Members, University Curriculum Committee