**Core Curriculum and Multicultural Course Proposal Timeline**

* New core curriculum and multicultural course proposals,
* Changes to existing core curriculum and multicultural courses, and/or
* Proposed removal of core curriculum and multicultural courses from the core:
1. Must have department approval
2. Must have college approval
3. Must have Core Curriculum Committee approval
4. Must have Academic Council approval

For **NEW** core curriculum and multicultural course proposals:

* After your proposal is approved at the college level, your Dean or Associate Dean will upload the proposal to the Core Curriculum and Multicultural Sharepoint site.
* **DECEMBER 1**: Deadline for your proposal to be uploaded if you would like to have your proposal reviewed by the Core Curriculum Committee so that the Committee can provide you with feedback and/or revision/resubmission requests prior to a final decision on your proposal.
* **JANUARY 5:** Final deadline for all proposals to be uploaded.

For **NEW** core curriculum and multicultural course proposers:

1. Consult with your department and college for approval sequencing timelines.
2. Submit your proposal to your department in enough time for your proposal to clear your department and college by the date that you need to submit it to the Core Curriculum Committee.
3. Once your proposal has been approved at your department and college level, your Dean or Associate Dean will upload it to the Core Curriculum Sharepoint site.
4. Proposers will be notified whether their proposals have been accepted on or before January 15th.
5. Accepted proposals will go to Academic Council on January 19th.
6. Proposals approved by Academic Council will be submitted to the Texas Higher Education Coordinating Board on or before January 22nd.
7. Proposers will be notified whether THECB has approved their proposals as soon as that body issues a decision.

For **CHANGES** to existing core curriculum and multicultural courses and/or proposed **REMOVAL** of courses from the core or multicultural areas:

1. Complete the Core Curriculum or Multicultural Course Administrative Change form and submit that form with any other paperwork required to make your proposed change.
2. Consult with your department and college for approval sequencing timelines.
3. Submit your proposal to your department in enough time for your proposal to clear your department and college so that it can be uploaded to the Core Curriculum Sharepoint site no later than **JANUARY 5.**
4. Once your proposal has been approved at your department and college level, your Dean or Associate Dean will upload it to the Core Curriculum Sharepoint site.
5. Your proposal will go to Academic Council on January 19th.
6. Proposals approved by Academic Council will be submitted to the Texas Higher Education Coordinating Board on or before January 22nd.
7. Proposers will be notified whether THECB has approved their proposals as soon as that body issues a decision.