

# ACADEMIC PROGRAM & COURSE DEVELOPMENT

## DETAILED TIMELINE



Courses		Action	Programs	
STANDARD	LATE		STANDARD	LATE
INITIATION				
Committees/Councils may approve as proposals become available. Do not wait to Launch Proposals.				
Monthly (optional)		Office of the Provost Pre-Planning Meeting	Year Round	
As Needed		Cross-campus Planning Discussions	As Needed	
Year Round		Course proposals may be Launched	Year Round	
Year Round		Initial Curriculog Review	Year Round	
Varies		Department Faculty Approval	Varies	
Year Round		Registrar Section Review	N/A	
Year Round		Institutional Research Review	N/A	
Varies		College Curriculum Committees	Varies	
Year Round		College Dean approval	Year Round	
TBD		Core Curriculum Committee	TBD	
2nd Thursday		Online Learning Council meets	2nd Thursday	
4th Thursday		Graduate Council Academic Programs Subcommittee meets	4th Thursday	
1st Thursday		Graduate Council meets	1st Thursday	
May 1	August 1	Last day to Launch Proposals	May 1	August 1
Curriculog Approvals				
June 1	October 1	All approvals before Academic Council must be completed: · Department & College Curriculum Committees · College Dean approval · Online Learning Council · Graduate Council Academic Programs Subcommittee · Graduate Council	July 1	November 1
		Proposals prepared for 30 Day comment period		
Third Tuesday of June	Third Tuesday of October	Academic Council Notification Meeting	Third Tuesday of	Third Tuesday of November
First Tuesday of July	First Tuesday of November	Associate Deans Notification Meeting	First Tuesday of August	First Tuesday of December
Third Tuesday of July	Third Tuesday of November	Academic Council Voting Meeting	Third Tuesday of August	Third Tuesday of December
		Final Reviews · Registrar · Institutional Research · Student Business Services	N/A	N/A
External Approvals				
Core Courses Only		Prep BOR materials		
Mid-September	N/A - Core Courses Must follow Standard Schedule*	BOR Materials Due (6 weeks before meeting)	Mid-September	Mid-January
November		Board of Regents Meeting	November	February
		Review and Submit THECB Forms		
		Review and Submit to SACSCOC		
Implementation				
		Update Banner/DegreeWorks		
Starting in August	Starting in December	Department Requests Section Build	N/A	N/A
February 1		Courses Available for Advising	N/A	N/A
March		Official Publications works to complete	March	
February 15		Law School Catalog Published	February 15	
April 1		Academic Catalog Published	April 1	
Fall Term		Programs Begin	Fall Term	

### NOTES AND CONSIDERATIONS

**\*Core Courses** – New Core Courses or changes to Core Courses MUST follow the Standard timeline to ensure availability in Banner/DegreeWorks for Advising & Registration.

**Subject to Change** – The schedule is a general estimate and may vary depending on the complexity of the proposal, committee/council schedules, or external factors such as state reporting deadlines or board meeting dates. Please consult with the Office of the Provost for questions. The Office of the Provost may exercise discretion in scheduling reviews and approvals to address unique circumstances or urgent needs.

**Planning Ahead** – Schedule Pre-planning meetings and consultations with these timeline dates in mind to avoid delays and ensure proposals stay on track.

**Sequential Approvals** – Some steps in the process are dependent on prior approvals. Delays at one stage can impact the entire timeline.

**Rolling Submissions** – Proposals may be submitted at any time. If your materials are ready, you are encouraged to submit without waiting for a specific deadline.



## OFFICE OF THE PROVOST

TEXAS TECH

# ACADEMIC PROGRAM & COURSE DEVELOPMENT SCHEDULE

While the Curriculum system remains open year-round, formal processing happens twice per year, once during the **Standard** cycle and again during the **Late** cycle. If your materials are ready, you are encouraged to submit without waiting for a specific deadline.

All approved changes, regardless of submission timing, **take effect in the Fall term** to align with the annual publication of the Academic Course Catalog.

The following recurring meetings are tied to key steps in the program and course development process and may be relevant for proposal review or discussion. Please refer to the workflows to see where each one fits.

- College Curriculum Committees – Varies
- Core Curriculum Committee – TBD

- Online Council – 2nd Thursday
- Graduate Subcommittee – 4th Thursday
- Graduate Council – 1st Thursday

- Associate Deans – 1st Tuesday
- Academic Council – 3rd Tuesday

## STANDARD\*

Week	May	June	July
1	Proposal Launch Deadline	Committee Approvals Due: Courses	Committee Approvals Due: Programs
2			
3		AC Notification: Courses	AC Voting Meeting: Courses
4			AC Notification: Programs
Week	August	September	October
1			BOR Submission
2			
3	AC Voting Meeting: Programs		
4			
Week	November	December	January
1		THECB & SACSCOC Approvals	
2	BOR Voting Meeting		
3			
3			
Week	February	March	April
1	Courses in Banner*		✓ Publish to Catalog
2			
3	Law Catalog Published		
4			

## LATE

Week	May	June	July
1			
2			
3			
4			
Week	August	September	October
1	Proposal Launch Deadline		Committee Approvals Due: Courses
2			
3			AC Notification: Courses
4			
Week	November	December	January
1	Committee Approvals Due: Programs		BOR Submission
2			
3	AC Voting Meeting: Courses	AC Voting Meeting: Programs	
3	AC Notification: Programs		
Week	February	March	April
1	Courses in Banner*	THECB & SACSCOC Approvals	✓ Publish to Catalog
2	BOR Voting Meeting (Standard)		
3	Law Catalog Published		
4			

### Diagram key

- Notifications
- Submission
- Required Decision
- Notification
- Approval as Needed

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