Curriculum Revision Process

Each academic year, South Texas College’s instructional leaders have the opportunity to review and make revisions to the curriculum of their academic and career & technical education programs for the upcoming catalog year. Any changes to curricular or program requirements must go through the appropriate approval processes before they are included within the College Catalog and other applications, including Degree Works.

For revisions mandated by the Texas Higher Education Coordinating Board via revisions to WECM (Workforce Education Course Manuel) or ACGM (Academic Course Guide Manual) courses, approvals from the Program Advisory Committee (if applicable), Division Curriculum Committee and College-Wide Curriculum Committee are not required; however, the committees must be informed of the revision for the purpose of keeping members up-to-date on changes to curriculum.

Program Advisory Committee (Workforce Education Programs Only)
The Program Advisory Committee collaborates with the Program Chair and faculty to propose program changes. The Program Advisory Committee suggests revisions to the curriculum or program in alignment with local workforce and labor market needs, reviews suggested revisions made by the Program Chair and faculty, and approves the final revisions.

Department/Program Chair and Dean
With the approval of the Dean, the Department/Program Chair completes a Revision Request Form available on the Curriculum and Student Learning Department website. The Chair must review the proposed revisions to ensure compliance with the THECB and SACSCOC. The Revision Request must include supporting documentation such as a revised curriculum outline, revised course descriptions, revised prerequisites, revised lecture-lab hours, etc. The revised curriculum outline must include a semester-by-semester recommended course sequence.

Division Curriculum Committee
The Chair submits the Revision Request to the Division Curriculum Committee for approval. Once approved, the Division Curriculum Committee Chairperson will submit the Revision Request to the Office of Curriculum and Student Learning. The following documentation must be included: the Revision Request form (with all required signatures) with attached supporting documentation, Program Advisory Committee minutes (Workforce Education Programs only) and Division Curriculum committee minutes.

After verifying that all necessary documentation is present, the Office of Curriculum and Student Learning will log minor revisions, which are kept on file for inclusion in the next catalog.

Minor Revisions Include:
- Less than 25% of course credit changes in Field of Study/Program
- Change in course sequencing
- Change in course title, pre-requisite/co-requisite, contact hours and/or catalog description
- Course addition/deletion
- Unique Need course requests (see procedures for Unique Need applications)
- Out-of-Country course offerings (see procedures for Out-of-Country course offerings)

College-Wide Curriculum Committee
The Office of Curriculum and Student Learning will place major revisions on the agenda for the next College-Wide Curriculum Committee meeting for final review and approval. The College-Wide Curriculum Committee will review the major revisions to ensure compliance with THECB and SACSCOC requirements.

Major Revisions Include:
(Require Division Curriculum Committee and College-Wide Curriculum Committee approval)
- Any change that affects another program or department outside of the Division from which the program originates
- Addition of a new award**
- Addition of a new Occupations Skill Award/Institutional Award
- Addition/Revision of development education courses
- Award name change**
- Revision or addition of 25% or more of course credits in Field of Study or Program/Degree
- Any change that affects the Core Curriculum
- Request online delivery of an existing program**
- Removal of a Field of Study/Closure or deactivation of an existing program**

All major/minor revisions are implemented at the beginning of the subsequent fall semester. **All Revision Request Forms must be submitted to the Curriculum and Student Learning Department by November 15th for implementation the following fall semester and for inclusion in the next catalog. Revisions will not be implemented during the spring semester, as this would affect the integrity of the college catalog.** Exceptions to this cycle will be allowed only with the approval of the Vice President for Academic Affairs.

**Submission to the THECB**
If the appropriate College committees vote to approve the revisions, the Curriculum and Student Learning Department will prepare all of the necessary revision forms and submit the revision to the THECB.

**SACSCOC Notification & Department of Education Approval**
By February 1st of each academic year, the Associate Dean of Curriculum and Student Learning will communicate to the SACSCOC Liaison the list of new programs/awards, changes in award titles, changes in credit/contact hours for certificates or program deactivations/closures for which a Letter of Notification will need to be sent to the Southern Associate of Colleges and Schools, Commission on Colleges. Upon receiving the acknowledgement letter from SACSCOC for these revisions, the Associate Dean of Curriculum and Student Learning will communicate the information to the Student Financial Services department to report to the Department of Education for financial aid eligibility.

**Changes to Application Requirements for Selective Programs**
Students are admitted to South Texas College through the provisions of Board Policy 3200. General admission to the College does not imply admission to all programs of the College. South Texas College offers Selective Programs with application requirements which are printed in the South Texas College Catalog. Changes to the application requirements for selective programs at South Texas College are reviewed and approved by the program’s Advisory Committee (if applicable), the Division Curriculum Committee, Academic Council, and by the Admissions Policy Review Committee. Changes are effective the following academic year and will be published in the College Catalog.