**CURRICULUM SUBMISSION DETAILS AND DEADLINES**

These are the details involved with the proper submission of curriculum for an academic year. **If these instructions are not followed, then a department’s curriculum submissions may not be approved in time and it may be another full year before they can be submitted again.**

The steps involved with submitting curriculum are as follows:

1. All curriculum forms are listed on the following UT Tyler web page:

 <http://www.uttyler.edu/academicaffairs/curriculum.php>. If that link is no longer working then go to the UT Tyler home page, click on the Quick Links drop down menu to the top left, click on Departments, Academic Affairs, Faculty Resources & Forms, and then Curriculum Forms. Please use the new forms listed on that web page and read the description by each form so the correct form is submitted for the proposed change.

1. Fill out the form and attach all the required supplemental materials, i.e., syllabus, current course description as listed in the university catalog, etc. Make sure there are no grammatical errors or misspelling since the course name and descriptions will be posted in the university catalog. If a new course is being submitted then please follow the university rules for creating a syllabus (<http://www.uttyler.edu/academicaffairs/files/syllabuspolicy.pdf>.) In addition, make sure the course description on the syllabus is the same as the one listed on the curriculum form.
2. Conduct a departmental meeting to make sure all the faculty members are in agreement with the new curriculum. The chair of the department must sign the form if the curriculum is acceptable in order for it to be reviewed at the next level. **Departmental meetings should be held the second or third week of September so there is time to make changes and schedule a new meeting to review the revisions.**
3. All curriculum forms that have been approved at the departmental level will then be forwarded to the chair of the appropriate college curriculum committee. **College curriculum committees should meet the second or third week of October so departments will have time to revise curriculum if necessary.** The chair of the college curriculum committee and the dean of the college must sign the curriculum forms before they are forwarded to the university committees.
4. Curriculum submissions at the undergraduate level will be sent to the chair of the University Undergraduate Council while curriculum submissions at the graduate level will be sent to the chair of the University Graduate Council. **University curriculum committee meetings will be held the second or third week of November so time will be available to make changes if necessary.** No curriculum will be reviewed unless the required signatures are on the forms, a hardcopy and electronic copy are submitted, and all the necessary corrections are made in a timely manner.
5. All curriculum approved by the university committees is sent to the Provost’s Office in December for review. Curriculum submissions are then entered into the new university draft catalog in January and reviewed by deans and chairs in February/March. Final edits are inputted in April/May for the new annual university catalog that becomes effective in the fall semester.
6. **No curriculum submissions are reviewed in the spring or summer semesters.**  All curriculum submissions must be submitted in the fall semester and will not become effective until the following fall semester. Lead time must be allowed for the Registrar and Provost Offices to properly input the new curriculum for the new university catalog.
7. The following individuals will notify departments when curriculum is approved at the university level:

Dr. Mark Miller, Chair of the Undergraduate Council, mmiller@uttyler.edu

Dr. Doug Ried, Chair of the Graduate Council, dried@uttyler.edu