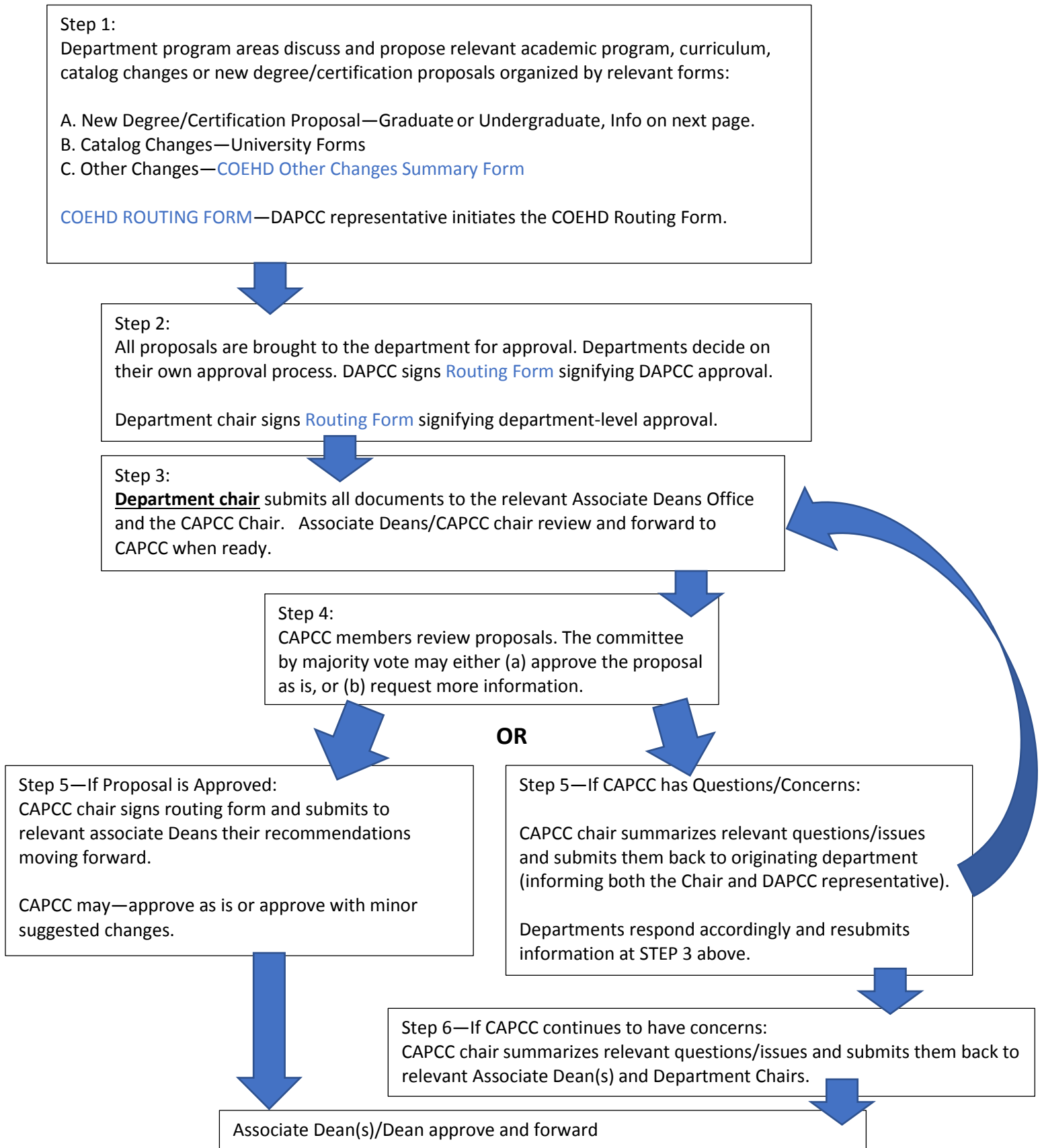


Appendix A: COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT Flow of the Approval Process for Academic, Curriculum, and Catalog Changes

Approved, December 14, 2018



COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT

Categories of Changes

A. **New Proposals**

Undergraduate: Departments who want to submit new program proposals (certificates, BA, BS) should contact the Associate Dean of Undergraduate Education in COEHD for college-level instructions and steps. Information regarding university level procedures and forms for undergraduate programs can be found online: <https://graduateschool.utsa.edu/faculty-staff/developing-degree-proposals/>

Graduate: Departments who want to submit new program proposals (certificates, masters and doctoral) should contact the Associate Dean of Graduate Education in COEHD for college-level instructions and steps. Information regarding university procedures and forms can be found online for degree proposals: <https://graduateschool.utsa.edu/faculty-staff/developing-degree-proposals/>

And for graduate-level certificate proposals: <https://graduateschool.utsa.edu/faculty-staff/developing-a-certificate-program/>

Certification/Licensure: Departments who want to submit changes to certification or licensure programs should contact the Associate Dean of Professional Preparation, Assessment, and Accreditation along with the respective undergraduate or graduate dean in COEHD for college level instructions and steps. All proposed changes must be accompanied with a curriculum map demonstrating alignment with respective certification or licensure standards.

B. **Catalog Changes**

Every other year the graduate/undergraduate catalog undergoes revisions as organized by the University system. Appropriate forms are distributed by University Officials.

- a. Deadlines for all college-level approvals are to be completed as of January of the year under consideration.
- b. Undergraduate Catalog (2018-2020) is under revision during the 2018-2019 Year (changes due by January 2019).
- c. Graduate Catalog (2018-2019) will be under revision during 2019-2020 Year (changes due by January 2020).
- d. Suggested Set of Deadlines Catalog Changes
 - i. September – November, departments work on summarizing and detailing all changes submitting these to the regularly scheduled CAPCC November meeting.
 - ii. November – December, departments respond to any clarifying questions/issues and resubmits all materials to the regularly scheduled CAPCC January Meeting.

C. **Other Changes (Academic policies, curriculum, coursework):**

Departments may want to propose changes during an off-catalog cycle year to address pressing issues when they are identified or initiated by other entities. For example,

- a. Departments may need to make changes to comply with external pressures (accreditation agencies).
- b. Departments may want to make modifications to programs, courses to correct or redirect errors in the catalog once identified.
- c. Departments compile their documentation and submit forms and all relevant approvals to a CAPCC regularly scheduled meeting.
- d. Departments must re-submit approved changes during catalog change cycle to ensure changes are reflected in the current catalog.