

Lamar University Curriculum Approvals Requiring Outside Approval

Contact Andrea Stephenson, Director of Curriculum and Accreditation prior to beginning any of these curriculum changes.

Type of Change	Initial Planning notification to Curriculum and Accreditation ^a	Department Chair	Department Curriculum Committee	College Curriculum Committee	College Dean	Provost	LU SACSCOC Liaison	Curriculum Council ^b	TSUS Board of Regents (BOR) ^c	THECB	SACSCOC (more than 25% new content) ^d	Financial Aid	Registrar ^e
New Program - Certificate	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓
New Program - Bachelors	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
New Program - Masters	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
New Program - Doctorate	✓ ^f	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Existing Program Name Change	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓
Change in SCH	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓
Change in CIP Code	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓
Change in Modality	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓
Modifying a degree plan/program	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓
Consolidating existing degree programs	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓
Program Deactivation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Change Existing Name of a Department	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓
Department or College Reorganization	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓
Move degree to a different Department	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓

^a Items must have Provost support prior to moving past this step. Deans should submit a 1-2 page description of the proposed changes to Carly Cox to request a discovery meeting.

^b Curriculum councils meet monthly. Items being submitted to Curriculum Council should be through previous LU approvals 1 week prior to each council meeting.

^c See TSUS BOR Resources for more information.

^d During initial planning notification, the LU SACSCOC Liaison will advise on submission deadlines and approval timelines for items requiring SACSCOC Approval.

^e For items requiring catalog updates, all approvals need to be submitted as early as possible, but preferably by the end of each spring semester.

^f Planning notification for all doctoral and professional programs must be submitted one year prior to submission of the full proposal to THECB.

Lamar University Curriculum Approvals Not Requiring Outside Approval

Begin the approval process in Courseleaf for any of these curriculum changes.

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New Minor		✓	✓	✓	✓	✓	✓	✓					✓
Modify or Deactivate a Minor		✓	✓	✓	✓	✓	✓	✓					✓
New Course		✓	✓	✓	✓	✓	✓	✓					✓
Course Modification		✓	✓	✓	✓	✓	✓	✓					✓
Course Deactivation or Reactivation		✓	✓	✓	✓	✓	✓	✓					✓
Stacked/Crosslisted Courses		✓			✓		✓						✓

Lamar University Curriculum Approval Resources

Texas State University System Board of Regents

- TSUS Board of Regents approves substantive changes and meet Quarterly in August, November, February, and May. Items requiring TSUS BOR approval must be approved by curriculum council no later than 60 days prior to board meetings.
- TSUS Vice Chancellor for Academic and Health Affairs approves administrative changes monthly. Items approved at curriculum council will be submitted for Vice Chancellor approval the following month.
- New programs and program modifications not requiring SACSCOC approval should be submitted and approved by February at the latest to be included in the next academic year catalog.
- [TSUS Board of Regents Meeting Resource Portal](#)

Texas Higher Education Coordinating Board

- Items requiring THECB approval will generally be submitted within 1 week of TSUS Board of Regents approval and can take 30-90 days (or longer) to be approved.
- [New Program Development](#)
- [Program Inventory](#)
- [Course Inventory](#)
- [Texas CIP Codes](#)