**CURRICULUM PROPOSAL**

**APPROVAL PAGE**

**Proposal Title:**

**College:       Department:**

**DEPARTMENT CHAIR- Insert Department Chair Name**

**I have read the enclosed proposal and approve this proposal on behalf of the department.**

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**Signature Date**

**COLLEGE CURRICULUM COMMITTEE CHAIR - Insert Chair Name**

**I have read the enclosed documents and approve the proposal on behalf of the college curriculum committee.**

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**Signature Date**

**COLLEGE DEAN - Insert Dean Name**

**I have read the enclosed documents and approve the proposal on behalf of the college. I certify that the necessary funds will be allocated by the college in support of this proposal.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature Date**

## CURRICULUM CHANGE MEMO

**Date:**

**From: Proposing Faculty Member, Department**

**Through: Chair, Department**

**Through: Dean, College**

**To: Chair, Undergraduate Curriculum Committee or Graduate Council**

**Proposal Title:**

**Select the proposal content (select as many as apply) and provide the rationale.**

**Content**

New program or  Program Change

Bachelor’s

Master’s

Doctoral/Professional

Certificate

Fast Track

Minor

Concentration/Track

New Course

Closure (program, certificate, minor, concentration)

Change

CIP Code

Program/certificate SCH

Course Title

Course Description

Graduate Program Admission Requirements

**Rationale**

**NEW BACHELOR’S OR MASTER’S   
LESS THAN 50% NEW CONTENT**

Effective June 1, 2023, an online planning notification form must be submitted for academic associate, bachelor's, master's, doctoral and professional degrees prior to submission of the full degree program proposal ([TAC 2.41](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=2&rl=41)).

* Planning notification for all **doctoral and professional** programs must be submitted **one year** prior to submission of the full proposa**l** ([TAC 2.143](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=2&rl=143)).
* Multidisciplinary, applied, and embedded associate degrees are exempt from the planning notification requirement.

**Institution: The University of Texas at El Paso**

**Proposed Degree Program Effective Date**:        
**Degree Level**:

**Proposed Degree Designation Abbreviation (e.g. MA)**:

**Proposed Degree Designation Description *(e.g. Master of Arts)****:*

**Proposed Degree Program Title**:

**Proposed CIP Code:** [*Texas CIP codes*](http://www.txhighereddata.org/Interactive/CIP/) *(THECB no longer accepts CIP codes that end in ‘99’)*

**CIP Code Name**:

--If the CIP code selected is outside the norm for the discipline, please provide a brief justification:

**Administrative Unit** (e.g. Department of Biology):

**Proposed SCH Required**:

--If the proposed program exceeds the maximum SCH allowed for the specified degree level (e.g. 120 SCH for a bachelor's degree), please indicate the rationale:

--If the institution has an existing degree program with the same CIP code and degree designation, provide a brief description of how this degree program is distinct (use the [institution's program inventory](https://apps.highered.texas.gov/program-inventory/?view=InvSearch) for reference, if needed).

How many *new* courses will be developed for the program? 

 Estimated *new* faculty or instructor FTE required to support the program in the first 5 years? 

Note: The two questions above are meant to be initial indicators of how much new content is being developed for the new program. THECB staff understand that new courses may not necessarily indicate *new content* and will follow up with institutions if there are additional questions.

Does the program include any *new* degrees or certificates not yet submitted **that are fully embedded** within the degree program not yet approved for delivery? Yes No

*If yes,*

Degree or certificate:  Degree  Certificate

Degree/Certificate Title:

Degree/Certificate Designation:

SCH Required:

CIP Code:

Proposed effective date:

**Modality**

Please identify the modalities in which a student will be able to ***fully complete*** the program (select all that apply): Note: Refer to the approved [distance education definitions](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=2&rl=202)

In-person

Hybrid

100% Online

*If modality = in-person or hybrid delivery*

Will more than 50% of the program's instruction take place at an off-campus location? Yes No

*If yes,*

Name of off-campus location:

Address of off-campus location:

Planned funding model for the first 5 years of the program:

Formula-funded

Self-supported

Other (please describe)

**Texas Direct Fields of Study (Bachelor's degrees only)**

If the proposed CIP code for the bachelor's degree program aligns with one of the [approved Texas Direct Fields of Study](https://www.highered.texas.gov/our-work/supporting-our-institutions/program-development/texas-direct/), please provide the Directed Electives courses accepted for the Texas Direct degree.

**Required Attachments:**

* Full Curriculum
* Recommended Course Sequence (UG only)
* Catalog Copy (Provide detailed description of degree requirements such as total number of SCH, minimum GPA, major projects, practicums, etc. as applicable)
* Admission Requirements (Graduate only)
* Marketable Skills (UG only)
* Field of Study Directed Electives (If applicable)

**Proposal Contact:**

**Name:**

**Email:**

**Phone:**

**ATTACHMENTS**

**Curriculum for New Programs**

Degree Plan for

Required Credits

Use template below to create program degree plan

|  |  |  |
| --- | --- | --- |
| **Section Heading** | | |
| Subheading: ‘Required’ or ‘Select X (hours or courses) from the list below’ | | |
| Course prefix and number | Course name | Course SCH |
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| **Section Heading** | | |
| Subheading: ‘Required’ or ‘Select X (hours or courses) from the list below’ | | |
| Course prefix and number | Course name | Course SCH |
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| **Section Heading** |  |  |
| Subheading: ‘Required’ or ‘Select X (hours or courses) from the list below’ | | |
| Course prefix and number | Course name | Course SCH |
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| **Section Heading** |  |  |
| Subheading: ‘Required’ or ‘Select X (hours or courses) from the list below’ | | |
| Course prefix and number | Course name | Course SCH |
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**Course Sequencing Template**

**Undergraduate Only**

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| **Semester 1** |  |  |
| Course Prefix & Number | Course Name | Course SCH |
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| **Semester 2** |  |  |
| Course Prefix & Number | Course Name | Course SCH |
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| **Semester 3** |  |  |
| Course Prefix & Number | Course Name | Course SCH |
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| **Semester 4** |  |  |
| Course Prefix & Number | Course Name | Course SCH |
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| **Semester 5** |  |  |
| Course Prefix & Number | Course Name | Course SCH |
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| **Semester 6** |  |  |
| Course Prefix & Number | Course Name | Course SCH |
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| **TOTAL HOURS** |  |  |

**Catalog Copy**

Program Name-

Program Description- Describe the program and the educational objectives

Admission Requirements (Graduate programs only)- Give a detailed description of admission requirements such as minimum GPA, letters of recommendation, writing samples, test scores, etc.

Marketable Skills (UG only)- List the skills, with some detail, students will gain from completing the program. When appropriate include EDGE strengths.

Degree Requirements- Give a detailed description of degree requirements such as total number of SCH, minimum GPA, major projects, practicums, etc.

Sample four-year plan (UG only) – provide a semester-by-semester degree plan