

PRAIRIE VIEW A&M UNIVERSITY

Administrative Procedures Manual

11.99.99.P0.07 Course and Program Inventory Updates

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1. Requirements for Course and Program Inventory Updates

Each year the University must update the University Course Inventory and the University Degree Program Inventory for the following Academic Year. The Texas Higher Education Coordinating Board (THECB) has established a deadline of the last business day in February for accepting changes to the Course Inventory and the Degree Program Inventory. This procedure establishes calendar target dates to enable Prairie View A&M University to meet the Texas Higher Education Coordinating Board deadline.

2. Types of Updates

Updates include course deletions, course changes, course additions, program deletions, program changes, program additions, and recommended changes in academic policy.

3. Target Dates

The following dates are applicable to all course and degree program changes. Changes to undergraduate courses or programs must be presented to the University Academic Council. Changes to graduate courses or programs must be presented to the Graduate Council.

Activity	Target Date
Submit proposed changes	Two weeks before Council meeting
Begin considering changes	First Council meeting in October, Target Year - 1
Last date to submit changes	January 31 of Target Year
Council considers proposed changes	October of Target Year - 1 through February 15, Target Year
Updates submitted to THECB	Last business day of February, Target Year
Changes go into effect	Fall Semester of Target Year

Point of Contact: Provost and Vice President for Academic Affairs