

Curriculum Deadlines

For inclusion into the catalog and web site:

Due by September 30: New Programs

- All approvals, including notification of WTCS Board approval, must be received by the Curriculum Office for inclusion in the printed catalog.
 - WTCS Board meets odd numbered months (Jan, Mar, May, July, Sept, and Nov.)
 - Program proposals must be submitted to WTCS no less than 37 days before WTCS Board meetings.

Due by Oct. 15: Major Modifications and Advanced Technical Certificates

- Major Modification approval by WTCS must be received by the Curriculum Office by no later than November 30 for inclusion into the printed catalog.
- Advanced Technical Certificates WTCS approvals must be received by the Curriculum Office no later than November 30 for inclusion in the printed catalog.

Due by November 30: Internal Certificates and Minor Modifications

- Internal Certificate changes need to have received divisional CLA approval prior to submission to the Curriculum Department.
- Minor Modification changes are those that affect 20% or less of the total program credits and will need to have received divisional CLA approval prior to submission to the Curriculum Department.

Due by December 15: Program/Course Descriptions

- Course Descriptions
- Pre-requisites
- Co-requisites
- Program Overview, Career Outlook, Program Learning Outcomes, Preparation for Admissions, and Future Opportunities.

Web site only, catalog updated for the following year

Existing Programs:

- No changes accepted to program curriculum after applications are being accepted for the upcoming academic year (+/- April 1)
 - No adding courses to programs
 - No removing courses from programs
 - No changes to existing courses that affect credit values
- Acceptable changes after applications are being accepted include:
 - Course title update.
 - Course allocation of contact hours not affecting credit values

ALL ACCEPTABLE course changes MUST be made before registration starts.

Important MATC Links

Curriculum Forms and Manuals

This site provides the MATC Curriculum forms, Course Update form, Minor and Major program modification forms, along with many others.

<http://tlc.matc.edu/index.php/curriculum/curriculum-process/programs/>

