



Curriculum Deadlines

For inclusion into the catalog and web site:

Due by September 30: New Programs including ALL Embedded 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: Minor Modifications

- Minor Modification changes are those that affect less than 20% of the program and will need to have received pathway 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
 - No course title update
- Acceptable changes after applications are being accepted include:
 - Course allocation of contact hours not affecting credit values

ALL ACCEPTABLE course changes MUST be made before registration starts.

Important Links

Curriculum Forms and Manuals

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

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

Online Course Update Form

This is a link directly to the Course Update form.

<http://www.123formbuilder.com/form-3490133/Course-Update-Form>



Important WTCS Links

WTCS Educational Directors Listings

This website gives you the instructional area and the person to contact at WTCS.

<http://mywtcs.wtcsystem.edu/staff-directory>

WTCS Instructions and Forms

This website provides information on developing a new program, along with links to the most recent necessary forms.

<https://mywtcs.wtcsystem.edu/instructional-services/instructional-services-resources/educational-service-manual>