



Curriculum Deadlines

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 no later than September 30 for inclusion in the printed catalog.
 - New programs must be presented to and approved by the MATC Board before Phase 1 paperwork can be submitted to WTCS.
 - 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 Modifications are those that affect 20% or more of the program curriculum. Approval by WTCS must be received by the Curriculum Office by no later than November 30 for inclusion into the printed catalog.
- Advanced Technical Certificate approval by WTCS 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. Approval by the Pathway CLA is required 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.

Acceptable changes after December 15 are **restricted** to course allocation of contact hours not affecting credit values.

ALL ACCEPTABLE course changes **MUST** be submitted at least **TWO WEEKS BEFORE** registration begins.

Important MATC 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 provides 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>