

2028-2030 UNDERGRADUATE CATALOG REVISION SCHEDULE

2026	
2-Nov	Notification to Colleges and Departments that CourseLeaf is open to begin entering 2028-30 catalog revisions.
November - April	Departments/Colleges can start to enter undergraduate course inventory and program changes for Fall 2028 .
	Core Curriculum Course Proposals must be submitted using CourseLeaf
	New undergraduate programs, certificates, and concentrations, and program name or SCH changes for Fall 2028 forward should be entered into CourseLeaf as early as possible to allow for the required additional approvals.
	Internal College Curriculum Committees review, finalize, and approve revisions in CourseLeaf.
	Training on CourseLeaf software will be available
2027	
February	No new certificates or degrees for Fall 2027 may enter the workflow.
3-May	All Program and Course changes (including Core Curriculum Course proposals) due in CourseLeaf CIM and CAT for Fall 2028
	All Course Inventory and Program updates must be entered into CourseLeaf CIM <i>must have progressed through all college-level approvals in workflow</i> .
May-August	Catalog Editor review
	Assoc. Vice Provost for Undergraduate Studies and Registrar's office reviews proposed changes and approves or returns revisions over the summer.
	All programs are reviewed for CPOS compliance, proper style and analytical formatting, and state/national compliance.
June	No new certificates or degrees for Spring 2028 may enter the workflow.
July	All new concentrations for Fall 2028 must be fully approved to be included on the Admissions application.
September	Final campus-wide review of 2028-30 catalog
	Additional changes to the catalog will be conducted by editing a PDF provided by the Registrar's

2027	
14-Sep	Catalog submitted to University Curriculum Working Group (UCWG) and Office of Legal Affairs
	Office of the Registrar submits proposed 2028-30 catalog and executive summary.
	Institutional Faculty Advisory Body approval by Dec. meeting
October 2027 – February 2028	CPOS Deadline
	All program and course inventory revisions for Fall 2028 are reviewed and finalized in Degree Works.
	No changes to program curriculum allowed after October.
21-Dec	Approval from Institutional Faculty Advisory Body and Legal Affairs due
	UCWG and Legal Affairs provide changes/comments to AVP for UG Studies and Office of the Registrar
	Office of the Registrar incorporates recommended changes into catalog and notifies Colleges/Departments of changes.
	Request for faculty listing updates
	Office of the Registrar requests faculty listing changes and enters faculty changes into CourseLeaf.
2028	
January 24 – February 5	Department sign-off
	Departments verify and sign off on the catalog. No substantive changes or course prerequisite changes are allowed after sign off form is received.
1-Mar	Catalog is published
	Office of the Registrar publishes the 2028-30 catalog online.
May-August	Office of the Registrar prepares final course inventory for 2028 academic year for Office of IR to submit to the THECB. Registrar and OIR address any course inventory errors returned by the THECB. Any corrections to courses made in Banner are uploaded to CourseLeaf CIM.