UHCL Curriculog Program Forms for 2025-2026 Catalogs

Curriculum changes need to be submitted on the corresponding Curriculog form.

This document contains directions for the following UHCL Curriculog forms:

2025-2026 GR Program New Form

1. Type of Proposal – pick list. Shared core is used for groups of classes. For example, the core curriculum groups.
2. Department – Select Department from drop down.
3. College – Select College from drop down.
4. Title – Full Title/Program Name. (Description in PeopleSoft – 30 characters max)
5. Description – College Description,
6. Curriculum – Course Requirements. Build the course requirements. Training videos will be available.
7. Program Type – drop down
8. Degree Type – Degree Type within Acalog. drop down
9. New Program Type – For newly created program types that are not in PeopleSoft.
10. New Degree Type – For newly create degree types that are not in PeopleSoft.
11. Plan – List plan only. Do not include subplan. Provide preferred abbreviation(s). Limit to 30 characters in combination with subplan, including spaces and punctuation.
12. Plan Description –
13. Suggested Plan Code(s) - Limit of 10 characters per code.
14. Subplan – List subplan only. Do not include plan. Limit to 30 characters in combination with plan, including spaces and punctuation. Use only if concentration is to have program code. Students will be able to apply directly into the subplan through Apply Texas, and the subplan will appear on transcripts.
15. Subplan Description –
16. Suggested Subplan Code(s) – Limit of 10 characters.
17. CIP Code – List of CIP Codes may be accessed online at https://apps.highered.texas.gov/program-inventory/?view=InvSearch.
18. Method of delivery – pick list
19. Location – pick list
20. Proposed Effective Date - Please note that effective dates may be affected by deadlines and UHCL catalog update cycles as well as by approval/review timelines established by external bodies (SACSCOC, THECB, etc).
21. Proposed Effective Term – pick list.
22. Comments/Additional Information - Please include comments if the plan meets any of the following: plan is available for Non Degree seeking students, plan should not be allowed on the Apply Texas Application, plan is available for post bachelorette students, plan is available for an online option, or if students can not graduate from this new plan.
23. Confirm Attached – Please attach any required files by navigating to the right side menu and clicking "Files."
24. Acknowledgement
25. Effective Date, Effective Term and Acalog Status - Populated and verified by the Office of the Registrar when the form is at the last step.

2025-2026 GR Program Change Form

This form will import program information currently in the Working/Unpublished catalogs in Acalog. Edit the course form as needed.

1. Type of Proposal – Shared core is used for groups of classes. For example, the core curriculum groups.
2. Department – Select Department from drop down.
3. College – Select College from drop down.
4. Title – Full Title/Program Name. (Description in PeopleSoft-30 characters max)
5. Description – Catalog Description
6. Curriculum – Course Requirements
7. Program Type – drop down
8. Degree Type – drop down
9. Plan – List plan only. Do not include subplan. Provide preferred abbreviations(s). Limit to 30 characters in combination with subplan, including spaces and punctuation.
10. Plan Description –
11. Plan Code(s) – Codes in PeopleSoft, limited to 10 characters per code.
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17. Location – pick list
18. Proposed Effective Date - Please note that effective dates may be affected by deadlines and UHCL catalog update cycles as well as by approval/review timelines established by external bodies (SACSCOC, THECB, etc).
19. Proposed Effective Term – pick list
20. Substantive Change – Contact Provost's Office with questions or concerns.
21. Substantive Change Comments – Notes regarding updates on substantive change.
22. Description of requested change – Please provide as much information as possible for why the change is needed and appropriate. For example, is it based on assessment, changes in the field, student success issues, faculty experiences, etc.?
23. Justification for requested change
24. Explain how any major, minor, or certificate programs would be affected by this change.
25. Comments/Additional Information – Please include comments if the plan meets any of the following: plan is available for Non Degree seeing students, plan should not be allowed on the Apply Texas Application, plan is available for an online option, or if students can not graduate from this new plan.

26. Substantive Change Attachments
27. Acknowledgement
26. Acalog OID, Acalog Status and Effective Date - Populated and verified by the Office of the Registrar when the form is at the last step.

2025-2026 GR Program Delete Form

This form will import program information currently in the Working/Unpublished catalogs in Acalog.

1. Type of Proposal – pick list Shared core is used for groups of classes. For example, the core curriculum groups.
2. Department – Select Department from drop down.
3. College – Select College from drop down.
4. Title - Full Title/Program Name. (Description in PeopleSoft-30 characters max.)
5. Description – Catalog Description
6. Program Type
7. Degree Type
8. Curriculum – Course Requirements
9. Plan – List plan only. Do not include subplan.
10. Plan Description
11. Plan Code(s) – Codes in PeopleSoft.
12. Subplan – List subplan only. Do not include plan.
13. Subplan Description
14. Subplan Code(s) - Codes in PeopleSoft.
15. CIP Code - List of CIP Codes may be accessed online at
    https://apps.highered.texas.gov/program-inventory/?view=InvSearch
16. Proposed Effective Date - Please note that effective dates may be affected by deadlines and UHCL catalog update cycles as well as by approval/review timelines established by external bodies (SACSCOC, THECB, etc.) for processes such as degree name change. MM/DD/YYYY
17. Last Admit Term
18. Justification for Deleting
19. How might other departments be affected. Please explain how other program plans are affected.
20. An explanation of how affected parties- students, faculty, and staff- will be informed of the impending closure.
21. An explanation of how all affected students will be helped to complete their programs of study with minimal disruption or additional costs.
22. Explain whether the students subject to the teach-out plan will incur additional charges or other expenses because of the teach-out and, if so, how the students will be notified.
23. A description of how faculty and staff will be redeployed or helped to find new employment.
24. Additional considerations for program or concentration deletion: If there are courses that serve only this degree, you may need to consider course deletion processes but that should wait until your program deletion is approved and you confirm any required teach-out timeline.
25. If this deletion is approved, you will be required to develop plans to communicate with students and other entities and you may need to provide information for external reporting.
26. Comments/Additional Information
27. Attached Substantive Change Cover Sheet.
28. Attached Teach Out
29. Acknowledgement

30. Effective Date, Acalog OID and Acalog Status- Populated and verified by the Office of the Registrar when the form is at the last step.

2025-2026 UG Program New Form

1. Type of Proposal – pick list Shared core is used for groups of classes. For example, the core curriculum groups.
2. Department – Select Department from drop down.
3. College – Select College from drop down.
4. Title – Full Title/Program Name. (Description in PeopleSoft – 30 characters max)
5. Description – College Description
6. Curriculum – Course Requirements. Training videos will be available.
7. Program Type – drop down
8. Degree Type – Degree Type within Acalog. drop down
9. New Program Type – For newly created program types that are not in PeopleSoft.
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19. Location – pick list
20. Proposed Effective Date - Please note that effective dates may be affected by deadlines and UHCL catalog update cycles as well as by approval/review timelines established by external bodies (SACSCOC, THECB, etc).
21. Proposed Effective Term – pick list
22. Comments/Additional Information - Please include comments if the plan meets any of the following: plan is available for Non Degree seeking students, plan should not be allowed on the Apply Texas Application, plan is available for post bachelorette students, plan is available for an online option, or if students can not graduate from this new plan.
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6. Program Type -pick list
7. Degree Type – pick list
8. Curriculum – Course Requirements
9. Plan – List plan only. Do not include subplan.
10. Plan Description
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12. Subplan – List subplan only. Do not include plan.
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