GUIDELINES FOR COURSE AND DELETIONS ADDITIONS, CHANGES

Please note that this an abbreviated guideline for course additions, changes, and deletions coincides with OP 36.01.

1. Please find the Application for Course Approval form on the Institutional Research website at http://www.irs.ttu.edu/. Select Course Inventory and then select Graduate Two-Page Form (Excel Format).

2. The top portion of the form is to be completed for ALL requests. Note: A link to the Texas CIP Codes is also located on the Course Inventory page.

3. ADDING A COURSE – Complete the ADD portion of the form and both the Academic and Resource JUSTIFICATION sections at the bottom of the form. Please note that a syllabus is required, and it must conform to the university standards as discussed in the Outcomes and Assessments Handbook available on TLTC website (http://www.tltc.ttu.edu/content/asp/assessment/handbook.asp).

4. COURSE CHANGES – Complete the CHANGE portion of the form and the Academic JUSTIFICATION section. Please note that a syllabus is required.

5. DUAL-LISTED COURSES – If a course addition or change will be dual-listed with an undergraduate course, please follow the steps above and attach the undergraduate syllabus and graduate syllabus. Also, please provide a detailed explanation of the difference between the undergraduate and graduate level of work to be expected and how the grading is different for the two levels of the course. Finally, provide a justification (separate from that described below) as to why a dual-listed course is needed as opposed to a graduate course only.

6. DELETING A COURSE – Please complete the DELETE section of the form and the Academic JUSTIFICATION section, or a reason for the deletion.

7. JUSTIFICATION SECTION – The Academic JUSTIFICATION should state how the new course or the change is a part of the body of knowledge for the program, how it will benefit the students in the program, how the course could benefit students from other programs (if applicable), and anything else you determine to be appropriate. If applicable, suggested wording for a justification is:

This _______ class will be part of the _______ program where students will be exposed to the principles of _______ by understanding the concepts of _______ (list the key knowledge elements). This class is important to the program because _______ (state that it is a missing component of something, advances the program with current knowledge, required for the new accreditation requirements, or some such reason).

The Resource JUSTIFICATION should include information to justify that you have the resources currently available to teach the class on the schedule you expect to teach this new course without changing the current faculty workload. This can be stated by such things as a new faculty hire (not a replacement hire) or reallocation of faculty positions that allow more time for teaching, or other such explanation.

8. Complete the new Course Addition Worksheet and submit it along with the course approval form (http://www.depts.ttu.edu/gradschool/docs/facstaff/CourseAdditionWksht.pdf).

9. Once the application is completed, please submit the form in Excel, the PDF worksheet, and the syllabus electronically to Melissa.carrillo@ttu.edu. Then print the completed form and secure the required signatures.

10. SIGNATURES – Please secure the signature of the Department Chairperson and the College Dean. Attach the syllabus to the form (if it has not been submitted electronically) and submit to Melissa Carrillo, Graduate School, Mailstop 1030.

11. APPROVAL PROCESS – The approval process will begin as soon as the electronic application is received in the Graduate School. However, the application will not go to the Graduate Council until the hard copy with signatures is received. The approval process is below:

a. Melissa Carrillo /Dr. Clifford Fedler
b. Academic Programs Committee (meets 2 weeks prior to Graduate Council)
c. Graduate Council (usually meets the 1st Thursday of each month, academic year.)
d. Academic Council (usually meets the 1st Tuesday of each month)

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