TEXAS TECH UNIVERSITY
College *of* Human Sciences™

Office of the Dean

SUBJECT: **Course or Program Changes and Additions**

DATE: June 2022

PURPOSE: The purpose of this Operating Policy/Procedure is to explain the process used to institute new courses/programs or change existing courses. Related OPs: 36.01, 36.04

REVIEW: This OP will be reviewed when changes are necessitated by new college or university policies.

PROCEDURE

As academic programs develop and change over time, there is a need to alter the curriculum by adding, changing, or deleting courses (OP 36.01). In addition, there is occasionally the need to create a new academic program (OP 36.04). Before these changes/additions are submitted through the formal university process, it is important that the College faculty members are aware of the changes/additions and have examined them. The College Curriculum Committee reviews and approves course and program changes/additions. See the Academic Resources section of the Office of the Provost website for access to forms and instructions for course and program changes.

Course addition/change
1. All course additions, changes, or deletions are submitted through Curriculog. Training is required for access. The COHS Curriculum Committee must approve all course additions, changes, or deletions. Note: It may take a week or more for this approval to be completed.

    Most proposals will move directly from the COHS Curriculum Committee to Academic Council, which is the curriculum review body at the institutional level. However, some proposals require additional approvals after the COHS Curriculum Committee and before Academic Council review, as described below.

    - Office of the Registrar reviews proposals for accuracy
    - Online or hybrid courses or programs require approval by eLearning Council
    - Graduate courses or programs require approval by the Academic Programs Subcommittee of the Graduate Council and the Graduate Council

    Approval by the Academic Council is required to (1) add or delete a course and (2) make changes in the prefix, number, contact or credit hours, and/or title for a course. The Academic Council meets on the third Tuesday of every month. Please allow sufficient time for the course to move through the approval process.

a. **Undergraduate course approval (no distance)** must be approved at the college level through Curriculog by Wednesday preceding the Tuesday meeting of the Academic Council.
   b. **Distance course approval (both undergraduate and graduate)** must be approved at the college level through Curriculog about four weeks before consideration at Academic Council to secure approval by the eLearning Council.
   c. **Graduate course approval (no distance)** must be approved at the college level through Curriculog about four weeks before consideration at Academic Council. This will allow time for the graduate subcommittee and the Graduate Council to approve the courses.
   d. Note: Once a course has been deleted from the inventory, *the course number cannot be used again for five years.*
2. Completing the request through [Curriculog](#)
   a. Course descriptions are currently limited to a maximum of 25 words, excluding prerequisite information.
   b. CIP code should reflect the course content, typically, but not always, the same CIP code as other courses in the department. Please check the [Coordinating Board website](#). Look over the list to find the most appropriate description for your course. The last two digits of the number at this site are 00. That should be changed to the funding code, which is listed in the column just to the right of the CIP code.
   c. Course hours are expressed in four digits (e.g., 2:2:0:0). The first digit is always the number of **credit** hours. The other digits refer to **contact** hours. **The contact hours in the credit-bearing activity are always expressed in either the second or third digit, never both. Thus there will never be a time that BOTH the second and third digits contain contact hours or that BOTH are "0" simultaneously. Only ONE and ONLY ONE of the two must have a number.** Place the contact hours in the second digit if the credit-bearing activity is lecture, practicum, seminar, individual study, thesis, or dissertation. If the credit-bearing activity is a credit lab, place the hours in the third digit. **There is no such thing as a credit lab that also has a credit lecture.** THECB will only allow one credit-bearing activity. The fourth digit is for any non-credit-bearing activity such as discussion/recitation or a non-credit lab.
   d. In variable-hour courses, the credit hours are variable and the contact hours are variable. As a result, all variable-hour courses MUST have a "0" in the second digit of the course number (e.g., HUSC 2000) because that digit indicates how much credit the student will get, and the credit will change with each student. For example, if a class is V1-3, then in the semester that class is offered, the department would build a section for the 1-contact hour version of the course, another section for the 2-contact hour, and another section for the 3-contact hour. Whichever section the student chooses is how much credit that student will get. For example, the student who chooses the section with three contact hours will get three hours of credit.
   e. The "effective date" cannot be the same semester that the course approval form is being submitted or the subsequent semester if advanced registration for that semester has already begun. It can be any future semester but does not have to be the first semester the course could be offered. Other issues may impact the implementation date of the course or change.
   f. Indicate whether the course has distance components or not. If the course is a distance one, activity type would be the same as if it were a face-to-face class (typically lecture, but could have other components as described above). Distance courses are regular courses, but when the

department assigns the sections, the section number is what will distinguish the course as an online offering.

    g. Indicate whether the course is a Core Curriculum course. Prior approval of Core status is required. A new course must be approved and included in the university course inventory, and then it can be submitted for approval as a Core course.

3. Please see these guidelines if submitting a proposal related to a new or existing Core or Multicultural Curriculum course.
4. Curriculog Attachments
    a. Submissions requesting a new course or making significant changes should have a complete syllabus attached that includes all required statements and a tentative class schedule.
    b. When a new graduate course is a tandem course with an undergraduate course, the course approval form must be accompanied by TWO syllabi — one for the graduate course and one for the undergraduate course. In addition, there should be an explanation in the tandem section of the form regarding the distinguishing differences between the graduate course and the undergraduate course. See OP 34.11 for information on combined undergraduate/graduate courses.

After Academic Council approves, the request will proceed through the remaining steps. Notification will be provided via Curriculog when the course or course changes are active, usually within 7-10 days after the Academic Council meeting. Course creations and changes can be requested at any time. However, the implementation of these requests follows a specific timeline. It is important to note that the lead time for implementing some changes may be up to a year, depending on the change needed.

Create a New Academic Program
Please see the Proposing New Programs website for complete guidelines, forms, and timelines in preparation for submitting any new degree or certificate. Once the academic unit chairperson or director and college dean agree that a new academic program is appropriate, please schedule preliminary discussion meetings as follows:
- For graduate programs: Associate Dean, Graduate School
- For undergraduate programs: Vice Provost, Academic Affairs
- For distance programs: Associate Vice Provost, eLearning

The approval process for creating a new graduate program is similar to that of course approval. The request must be approved by the academic unit faculty members and the College Curriculum Committee then routed through the university approval system via Curriculog. Submission deadlines are the same as those for courses (see the previous section). Once the Graduate Council and Academic Council approve, the Provost signs, and the request is submitted to the Board of Regents (excluding certificate requests). Approved programs are sent to the Texas Higher Education Coordinating Board (THECB) for final approval and SACSCOC for notification/acceptance. Approvals are archived in Curriculog.

Distance Programs
If a program will be offered at a distance, please consult with eLearning before launching the proposal. An academic program is considered distance if more than 50% of the offerings are in a distance format.

1. Bachelor's and master's degree programs
   a. Approval for distance undergraduate and master's programs are the same as face-to-face with one further step. If a new program or existing program is more than 50% is in a distance format, please see this [document](#) for additional requirements.

2. Doctoral programs
   a. It may be a new doctoral program or a distance version of an existing doctoral program. For more information, see this [website](#).

Following THECB degree approval, acceptance/authorization of a new degree by SACSCOC takes another six months. The new degree program can be advertised with the proviso that it is awaiting SACSCOC approval, but no students can matriculate until the approval is received. In addition, if the new degree program represents a significant departure in content from those offered when SACSCOC last evaluated the institution, a prospectus is required. The requirement for a prospectus will add additional time to the approval process. Please contact the SACSCOC TTU liaison for clarification and assistance.

DOCUMENTS INCLUDED

[OP 36.01 Adding, Changing, and Deleting Courses and Changing Method of Delivery](#)

[OP 36.04 New and Changes to Existing Academic Courses, Program, and Units](#)

[Office of the Provost Academic Affairs](#)

[Curriculog](#)

[Curriculog Training](#)

[Coordinating Board CIP Codes](#)

[Office of the Registrar](#)

[Core and Multicultural Guidelines](#)

[Curriculum informational website](#)