



# TEXAS TECH™

## Operating Policy and Procedure

### **OP 36.04: Adding, Changing, and Deleting Programs and Making Administrative Unit Changes**

**DATE:** January 31, 2025

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to ensure understanding of the procedure and a standardized approach for adding, changing, and deleting programs and for making administrative changes to existing academic units.

**REVIEW:** This OP will be reviewed every two years after publication by the Vice Provost for Academic Innovation and Student Success and the Vice Provost for Administrative Affairs with substantive revisions presented to the Provost and Senior Vice President (PSVP).

## **POLICY/PROCEDURE**

### **1. Procedure**

Requests for new programs, deletions, and changes to existing programs and administrative unit changes must be initiated on the university's online curriculum approval platform, Curriculog.

Curriculog is a program that automates the process of curriculum approval, helping colleges to approve course and program changes and improve communication about the curriculum across campus. Curriculog will also direct proposers to any forms needed to complete and upload as attachments to the proposal. Questions about the system may be directed to the Office of Official Publications at [officialpubs.curriculog@ttu.edu](mailto:officialpubs.curriculog@ttu.edu).

Curriculog has processes built for the following kinds of program and administrative unit change proposals:

- a. Propose New Degree Program
- b. Change or Delete Existing Degree Program
- c. Propose Curricular Change for Existing Degree Program
- d. Revise Existing Communication Literacy Plan
- e. Add, Change, or Delete Existing Degree Program at a Regional Teaching Site or Costa Rica
- f. Propose New Certificate Program
- g. Change or Delete Existing Certificate Program
- h. Propose New Minor
- i. Change or Delete Existing Minor
- j. Propose New Concentration
- k. Change or Delete Existing Concentration
- l. Propose New Track
- m. Change or Delete Existing Track
- n. Propose New Intra-Institutional Dual Degree

- o. Change or Delete Existing Intra-Institutional Dual Degree
- p. Propose New Inter-Institutional Articulation Agreement
- q. Propose New TTU/TTUHSC Inter-Institutional Articulation Agreement
- r. Propose New Accelerated Degree
- s. Change or Delete Existing Accelerated Degree
- t. Propose or Change Program Admission Requirements
- u. Change Departmental Name
- v. Change College Name
- w. Propose New Department
- x. Move Degree Program

In order to use Curriculog, it is necessary to attend the Curriculog Course and Program Proposal Training course. Using the Curriculog software for adding, updating, or deleting courses or programs within the TTU inventory will be covered. To sign up for training, email [officialpubs.curriculog@ttu.edu](mailto:officialpubs.curriculog@ttu.edu).

## 2. Approval Routing

- a. Curriculog will automatically route course or program proposals to the appropriate groups based on what kind of proposal it is. In general, most proposals follow the routing sequence:
  - (1) Academic unit
  - (2) The Office of the Registrar and the Office of Official Publications
  - (3) Academic college
  - (4) Online Learning Council (if proposal involves hybrid/online/off-campus delivery)
  - (5) Graduate Council (if proposal includes graduate courses or programs)
  - (6) Academic Council
  - (7) Provost
  - (8) TTU's Board of Regents (for all degree program activities defined in *Regents' Rules*, Chapter 4, Academic Affairs)
  - (9) Texas Higher Education Coordinating Board (THECB) (submission is required for proposals involving degree programs and academic units)
  - (10) SACSCOC (submission is required for substantive changes as specified by SACSCOC policy)
- b. Academic units intending to introduce or substantially change programs that affect other programs should consult with the respective academic units before preparing the application. If programs are submitted that appear to involve conflicts or jurisdictional questions between departments or areas, the PSVP or his/her representative will ask Academic Council members from the colleges or schools involved to attempt to resolve those questions before the program is considered by the council. Justification and syllabi may be required to provide a basis for these considerations.

## 3. Deadlines

Changes made to existing programs must be fully approved in the university's online curricular management system by February 28. The THECB will determine the effective date of changes that require THECB approval. New programs may be proposed at any time.

#### **4. Resources**

Please see the Office of the Provost's [Curricular Changes](#) website for detailed information and resources concerning curricular proposals.