

## Course Change Timeline for 2015-2016

The following instructions apply to NON-CORE CURRICULUM and NON-MULTICULTURAL courses. For information about proposals for new and changes to existing CORE CURRICULUM and MULTICULTURAL courses, please see the Core Curriculum Website for details: <http://www.depts.ttu.edu/provost/newcore/>

Action	Change Item	Description	Request Timeline	Implementation Timeline
Add	Pre-requisite Co-requisite Restriction	Makes course more restrictive	Prior to 1 <sup>st</sup> Monday in February (CR)	The next academic year.
Remove	Pre-requisite Co-requisite Restriction	Makes course less restrictive	Deadline is one week prior to the first date of Advanced Registration for the following term. (CR)	The next term.
Edit	Pre-requisite Co-requisite Restriction	Makes course more restrictive	Prior to 1 <sup>st</sup> Monday in February (CR)	The next academic year.
Edit	Pre-requisite Co-requisite Restriction	Makes course less restrictive	Deadline is one week prior to the first date of Advanced Registration for the following term (CR)	The next term.
Add	Course	Add a course to TTU course inventory	Deadline for Academic Council approval is one week prior to the first date of Advanced Registration for the following term (CAF)	The next term, pending Academic Council approval.
Delete	Course	Delete a course from the TTU course inventory	Deadline for Academic Council approval is one week prior to the first date of Advanced Registration for the following term (CAF)	The next term, pending Academic Council approval.
Change (edit)	Course Title	Change a TTU course title	Deadline for Academic Council approval is one week prior to the first date of Advanced Registration for the following term (CAF)	The next term, pending Academic Council approval.
Change (edit)	Course Number	Change a TTU course number	Deadline for Academic Council approval is one week prior to the first date of Advanced Registration for the following term (CAF)	The next term, pending Academic Council approval.
Change (edit)	Course Type	Change a TTU course type (ex. Lecture to lab)	Deadline for Academic Council approval is one week prior to the first date of Advanced Registration for the following term (CAF)	The next term, pending Academic Council approval.
Change (edit)	Course Description	Change a TTU course description	Deadline is one week prior to the first date of Advanced Registration for the following term (CR)	The next term.

CAF = Course Approval Form

CR = Change Request