

Application for Course Approval Procedure

- A. Application for Course Approval: All course approval applications should include a syllabus with course information such as goals, purpose, objectives, assessments, policies as well as University policies and College of Education reform information regarding trademark outcomes and their respective rubrics. An example of a syllabus is offered for your consideration under the College of Education website link for course approvals. Each level of approval is responsible for ensuring that all necessary components are present and accurate before approval is given. Each level of approval must be validated with an approval email.

The internal application approval process progresses as follows:

Program Faculty > Department Chair > Department Faculty > Section Supervisor > GAAC.

Procedure

1. Faculty member(s) initiate an Application for Course Approval form with syllabus and present it to their program for review and approval.
2. After program faculty approve the application, the application is submitted by the Program Coordinator to the Department Chair for review.
3. At the Department Chair's discretion, departmental faculty may be asked to review and approve course proposals.
4. Once approved by the program faculty, Department Chair, and optionally the department faculty, the faculty member turns in the application along with a complete course syllabus to the Section Supervisor in the Office of Graduate Education and Research.
5. The Section Supervisor checks the proposal to make sure all necessary items are included and approved.
6. The application is then forwarded to the Graduate Academic Affairs Committee (GAAC) for review and approval. A representative must be present at the GAAC meeting to provide a brief review and answer questions about the application.
7. Once approved by GAAC, the Section Supervisor will submit the application to Curriculog and it will progress as follows:
 - a. COE Dean
 - b. World Wide eLearning (if the course is online)
 - c. Graduate Council (Department Chair and/or Faculty member may be invited to attend the meeting for questions)
 - d. University Academic Council
 - e. Provost
 - f. Texas Higher Education Coordinating Board (if required).

Action of the Academic Council is noted in their minutes of the meeting.

- g. If the vote is positive and the PSVP approves the request it will be forwarded for processing:
 - i. To the Course Inventory Coordinator to be applied to course inventories for both TTU and Texas Higher Education Coordinating Board.
 - ii. Course does not become official until it appears in the inventory of the Coordinating Board.
 - iii. The course will be added to the University catalog.