

Application for Course Approval Procedure

- A. Application for Course Approval: All course 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 in under the Graduate Academic Affairs Committee (GAAC) 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 a signature and date provided by the individual(s) granting approval.

The application approval process progresses as follows:

Program Faculty > Department Chair > Department Faculty > Sr. Analyst > GAAC > COE Dean > Graduate Council > Office of Official Publications if the course is face-to-face or World Wide eLearning if the course is online > University Academic Council > PSVP > Texas Higher Education Coordinating Board

1. Faculty members initiate an *Application for Course Approval* form with syllabus and present it to their program for review and approval. After program faculty approve the application, the application is submitted by the Program Coordinator for review to the Department Chair.
2. Application is presented to the Department Chair for review and approval.
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 Sr. Analyst in the Office of Graduate Education and Research for review.
5. 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.
6. The application is reviewed against a checklist to make sure it meets the College and University requirements.
7. Once approved by GAAC, the application is forwarded to the College Dean for review and signature.
8. Applications are returned to the Office of Graduate Education and Research to be copied and forwarded with a routing sheet to:
 - a. The Office of Official Publications if the course is face-to-face.
 - b. World Wide eLearning if the course is online.
9. Applications are forwarded to the Graduate Council meeting for review and approval.

10. Applications are then forwarded to the University Academic Council meeting for review and approval.

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

a. If the vote is positive and the PSVP approves the request, the form is signed, dated and copies are distributed to appropriate offices.

i. Course Inventory Coordinator receives course approval forms.

ii. Applied to the course inventories for both TTU and Texas Higher Education Coordinating Board.

iii. Course does not become official until it appears in the inventory of the Coordinating Board.

11. The original copy of the approved application is maintained and filed in the course inventory coordinator's office.