

SUBJECT: Course or Program Changes and Additions

DATE: July 2018

PURPOSE: To provide a detailed explanation of the process used to institute new courses/program or to make changes to existing courses. Related OPs: [36.01](#), [36.04](#)

REVIEW: The policy will be reviewed when changes are made to the process at the university level.

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 and approved them. Course and program changes/additions are approved by the [College Curriculum Committee](#). In addition see the [Academic Resources section of the provost's website](#) for convenient access to forms and instructions for both course and program changes.

Course addition/change

1. All course additions, changes, or deletions are submitted through [Curriculog. Training](#) is required for access. Access to Curriculog is also available on the faculty tab of [Raiderlink](#) under faculty links on the right. All course additions, changes, or deletions must be approved by the COHS Curriculum Committee. 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 types of proposals require additional approvals after the COHS Curriculum Committee and before Academic Council, as described below.

- Online or hybrid courses or programs: require approval by eLearning Council;
 - a course modality change does not need eLearning approval; that change is handled in the college
- 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 Friday preceding the Tuesday meeting of the Academic Council.
- b. **Distance courses (both undergrad and grad)** must be approved at the college level through Curriculog about four weeks before consideration at Academic Council in order to secure approval by the eLearning Council.
- c. **Graduate course approvals (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. Please see [Provost's Website, academic affairs, academic resources](#) to confirm the actual date.

- d. Note: Once a course has been deleted from the inventory, *the course number cannot be used again for five years.*
2. To create a new course prefix, begin by contacting the Registrar's Office to receive advice as to whether the requested prefix meets university guidelines. If it does, the Registrar's Office will notify Official Publications and Academic Support & Facilities Resources prior to the college submitting a course approval request.
3. Completing the request through [Curriculog](#)
 - a. Course descriptions are currently limited to a maximum of 25 words, excluding prerequisite information. This requirement will be eased as the paper catalog is phased out.
 - 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.** If the credit-bearing activity is lecture, practicum, seminar, individual study, thesis, or dissertation, place the contact hours in the second digit. 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. 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 3 contact hours will get 3 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. See timeline at this [registrar's website](#).
 - 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 course. Prior approval of core status is required. A new course must be approved and included in the university course inventory, then it can be submitted for approval as a core course.

4. If you are submitting a proposal related to a new or existing Core and/or Multicultural Curriculum course, please see [these guidelines](#).
5. Attachments
 - a. Submissions requesting a new course or making significant changes should have a complete syllabus attached that includes all mandated statements and a tentative class schedule.
 - b. When a new graduate course is tandem (piggybacked) 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 and/or in the Tandem Portal regarding the distinguishing differences between the graduate course and the undergraduate course.

After approval by the Academic Council, the request will proceed through the remaining approval steps. Notification will be provided 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, implementation of these requests follows a specific timeline. Please see academic affairs, course timeline changes on the [provosts website](#). 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

Once the department chair 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 (currently Dr. David Doerfert)
- For undergraduate programs: Vice Provost, Academic Affairs (currently Prof. Genevieve Durham DeCesaro)
- For distance programs: Associate Vice Provost, eLearning (currently Dr. Justin Louder)

The approval process for creating a new graduate program is similar to that of course approval. The request must be approved by the department 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 previous section). Once approved by the Graduate Council and Academic Council, 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 for final approval and to SACSCOC for notification/acceptance. Approved forms at all levels are archived by the department and the Associate Dean for Faculty and Academics.

In preparation for submitting any new degree or certificate, please see the [Curricular Proposals website](#) for complete guidelines, forms, and timelines.

Distance Programs

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

1. Bachelor and Master's program (distance)

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 are more than 50% is in a distance format, please see this [document](#) for additional requirements.

2. Doctoral programs (distance)
 - a. An academic program is considered distance if more than 50% of the offerings are in a distance format. It may be a new doctoral program or a distance version of an existing doctoral program. For clarification of how to apply for either of these options, see [this form](#).
 - b. The application and approval process for a new doctoral distance program is similar to those for a face-to-face program with the following exceptions.
 - Use this [application form](#) for new distance degrees
 - c. The request to offer an existing face-to-face doctoral program at a distance is similar to requesting a new program
 - Use this [application form](#) for adding a distance component
 - d. When applying for a new doctoral degree that will be offered both face-to-face and at a distance, please complete both forms referenced above (face-to-face form *and* the distance form)

Note: The institutional and Coordinating Board review process includes a distance component, which may extend the THECB approval time.

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 that were offered when the institution was last evaluated by SACSCOC, a prospectus is required. The requirement for a prospectus will add additional time to the approval process. Please contact the SACSCOC TTU liaison (Currently Dr. Darryl James) 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](#)

[COHS Curriculum Committee](#)

[Provost's Website, academic affairs, academic resources](#)

[Curriculog](#)

[Curriculog Training](#)

[Raiderlink](#)

[Coordinating Board Website](#)

[Registrar's Website \(course inventory resources\)](#)

[Texas Distance Education Program Approval Process Baccalaureate and Masters](#)

[Texas Distance Education Program Approval Process Doctoral](#)

[New Distance Doctoral Degree Application Form](#)

[Distance Education Doctoral Submission](#)

[Core and Multicultural Guidelines](#)

[Curricular Proposals website](#)