



TEXAS TECH UNIVERSITY

Operating Policy and Procedure

OP 36.04: New and Changes to Existing Academic Courses, Programs, and Units

DATE: August 19, 2019

PURPOSE: The purpose of this Operating Policy and Procedure (OP) is to ensure understanding of the procedure for initiating and developing new courses and programs, for making changes (including deletions and modality changes) to existing courses and programs, and for making administrative changes (titles of degree programs, department names) to existing academic units.

REVIEW: This OP will be reviewed in August of odd-numbered years by the Vice Provost for Academic Innovation and Student Success and the Vice Provost for Institutional Effectiveness with substantive revisions presented to the Provost and Senior Vice President (PSVP).

POLICY/PROCEDURE

1. 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 automatically route course or program proposals to the appropriate groups based on what kind of proposal it is. Curriculog has processes built for the following kinds of proposals:

- a. New Course
- b. Change to Existing Course
- c. Delete Existing Course
- d. Change/add Pre- or Co-requisite for a Course
- e. Propose New Course for Core and/or Multicultural Curriculum
- f. Propose Existing Course for Core and/or Multicultural Curriculum
- g. Propose New Degree Program
- h. Change or Delete Existing Degree Program
- i. Propose New Certificate Program
- j. Change or Delete Existing Certificate Program
- k. Propose New Minor or Concentration
- l. Change or Delete Existing Minor or Concentration
- m. Propose New Intra-Institutional Dual Degree
- n. Change or Delete Existing Intra-Institutional Dual Degree
- o. Propose New Accelerated Degree
- p. Change or Delete Existing Accelerated Degree

- q. Propose or Change Program Admission Requirements
- r. Change Departmental or College Name

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. [Click here to sign up for training.](#)

2. Approval Routing

- a. Based on the type of proposal submitted, Curriculog will route it automatically. Curriculog will also direct proposers to any forms needed to complete and upload as attachments to the proposal. In general, most proposals follow the routing sequence:
 - 1) Academic unit
 - 2) Academic college
 - 3) eLearning Council (if proposal involves hybrid/online/off campus delivery)
 - 4) Graduate Council (if proposal includes graduate courses or programs)
 - 5) Academic Council
 - 6) Provost
 - 7) TTU's Board of Regents (if proposal involves new degree program or change to college name)
 - 8) Texas Higher Education Coordinating Board (required for all proposals involving degree programs, for graduate certificate programs over 16 SCH, for undergraduate certificate programs over 21 SCH, and for departmental name changes)
 - 9) SACSCOC (required for substantive changes to degree programs and academic units)

3. Resources

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