

**Texas Tech University  
Academic Council  
Meeting of February 16, 2010  
1:30 PM, Provost's Conference Room**

**AGENDA**

1. Minutes of the December 2009 and January 2010 meetings (attached)
2. Course Changes in the Core Curriculum (attached; Elbow)
3. Course Approvals (attached; Jones)
4. Vote on Deletion of the B.S. in Health (Stewart)
5. Graduate Certificate in Special Education Transition (attached; DiAndreth-Elkins or other)
6. Human Sciences Title Changes (Huffman)
7. New THECB Rules on Review of Low-Producing Programs (V. Paton)
8. Administrative Changes Involving Geography and Geosciences (Roach)
9. Detailed 2010-2011 Academic Calendar (attached; Jones)
10. Change in Date for March Meeting of Academic Council (Stewart)
11. OP 34.01 Undergraduate Admissions DRAFT Revisions (attached; Logan)
  
12. Announcements

Adjourn by 3:00

# ACADEMIC COUNCIL

Texas Tech University

Meeting of  
**December 15, 2009**

## MINUTES

**Present:** Wendell Aycock, Don Clancy, Wesley Cochran, Cathy Duran, Gary Elbow, Greg Elkins, Dale Ganus, Bob Henry, Sheila Hoover, Norm Hopper, Lynn Huffman, Patrick Hughes, Jorge Iber, Peggy Johnson, Sue Jones, Michelle Kiser, Jerome Koch, Bobbie Latham, Hossein Mansouri, Pat Mc Connel, Susan Mengel, Walt Oler, Valerie Paton, Marjean Purinton, David Roach, Sarah Saunders for Erica Griffin, Gary Smith for Brian Rex, Rosslyn Smith, Brian Steele, Rob Stewart (chair), Kevin Stoker, Janessa Leisy Walls, Vicki West

**Guests Present:** Janet May, Robin Locke, Elizabeth Teagan

The Academic Council reviewed the minutes from November 17, 2009, and noted that the date on the minutes needed to be changed to November 17. Aycock moved to accept the minutes with the date change, Jones seconded the motion, and the motion passed.

Lock from the Dean's Office in the College of Education presented a 15-hour proposal for a Graduate Certificate in Applied Behavior Analysis. Johnson moved the proposal be accepted, Purinton seconded the motion, and the motion passed.

Clancy from the Rawls College of Business presented a 12-hour proposal for a Graduate Certificate in Authentic Leadership and Entrepreneurship for the Family Business. Hopper moved the proposal be accepted, Aycock seconded the motion, and the motion passed.

May from Human Resources Administration presented an information item affecting assistant and associate deans. With expected implementation in spring 2010, the proposal will make these positions 12-month positions and the deans will be 12-month vacation eligible. The two deanships will be tenured faculty positions requiring a teaching load of at least two courses per academic year and a home department located in their primary discipline. The employee's salary will be spread over 12 months and will be divided proportionally between the faculty line and the college in labor distribution.

Stewart presented the course approval summary provided by Jones. Suggested corrections included (1) changing the title of ADRS 6329 to "Eating Disorders: An Overview of Advanced Topics," (2) changing the title of FCSE 5355 to delete abbreviations and spell out FCSE, and (3) correcting the spelling of "statutes" in the descriptive wording of LAW 6217. Aycock moved the course approvals be accepted as corrected, Clancy seconded the motion, and the motion passed.

Roach of Arts and Sciences presented a deletion of the B.S in Health. Purinton moved that the deletion be tabled pending investigation and clarification, Aycock seconded the motion, and the motion passed.

Elbow presented four course deletions from the Core Curriculum: ART 3311 from Individual and Group Behavior and Multicultural, ART 4315 from Individual and Group Behavior and Multicultural, PSS 2311 from Technology and Applied Sciences, and GEOG 3300 from Technology and Applied Sciences. Smith moved to accept, Huffman seconded the motion, and the motion passed.

West of Institutional Research and Information Management and Jones from Official Publications updated council members on development of a new automated procedure to allow departments to request changes to course prerequisites and corequisites. The procedure is expected to be implemented in mid-January and will allow change requests to be made on an automated form located on the IRIM website. An email notification will alert the requestor and other key individuals that a request has been received. A second email will be sent when the change has been made.

Jones updated council on plans to distribute proofs for the 2010-2011 *Undergraduate and Graduate Catalog* during the first week of January. These proofs will include faculty corrections that were received last fall. The corrected proofs will be due back to Official Publications in early February.

Latham and Elbow updated council on new diploma ordering and distribution procedures. Each college will be responsible for discerning the number of tubes needed for each of the three commencement periods and emailing that number to Peggy Flores, who is responsible for ordering, storing, and paying for the diploma tubes and the costs associated with mailing. Latham said the new procedures have reduced costs from \$65,000+ to a low of \$10,000 and her office will give the budget savings to the Provost's Office to assist Flores.

Latham also updated council members on new advanced registration procedures that no longer require students to register in alphabetical order according their last names. The new Banner system can handle larger numbers of simultaneous registrations.

Kiser of Academic and Operating Services updated the council on the newly named SOAR program — Support Operations for Academic Retention. SOAR has replaced the previous PASS program and includes The Learning Center, the Supplemental Instruction Program (SI), the Tech Transfer Acceleration Program (TTAP), the Texas Success Initiative Program (TSI), and XL: Strategies for Learning. Kiser invited the council members to an open house on Wednesday, January 27 from 10 a.m. until noon in Holden Hall Room 80.

Stewart reminded council about summer 2010 planning and ask them to think of ways to help optimize enrollment. He also updated the council on Strategic Enrollment Planning SWOT Analysis Focus Groups. Results have been received and some departments may be approached in January for participation in focus groups.

Stewart will be conducting “spotlight programs” during future Academic Council meetings featuring 10- to 12-minute presentations by various disciplines at the beginning of each meeting. This will help familiarize council members with programs offered throughout the university.

# ACADEMIC COUNCIL

Texas Tech University

Meeting of  
**January 19, 2010**

## MINUTES

**Present:** Wendell Aycock, Don Clancy, Wesley Cochran, Cathy Duran, Gary Elbow, Greg Elkins, Dale Ganus, Bob Henry, Sheila Hoover, Ramona Johnson for Norm Hopper, Lynn Huffman, Patrick Hughes, Jorge Iber, Peggy Johnson, Sue Jones, Michelle Kiser, Bobbie Latham, Hossein Mansouri, Pat McConnel, Susan Mengel, Walt Oler, Valerie Paton, Marjean Purinton, David Roach, Laura Stout for Erica Griffin, Gary Smith for Brian Rex, Rosslyn Smith, Brian Steele, Rob Stewart (chair), Kevin Stoker, Janessa Leisy Walls, Vicki West

**Guests Present:** Jim Burkhalter, Debra Crosby, Cliff Fedler, Melanie Hart, Fred Hartmeister, Ethan Logan, Elizabeth Teagan

Stewart introduced Senior Associate Vice President for Enrollment Management Jim Burkhalter, who opened the meeting with a discussion about improving relations with community colleges through (1) signing Memorandums of Understanding with 45 Texas community colleges, (2) providing a single point of contact for students transferring into Texas Tech, and (3) providing pre-transfer degree plans for students transferring from community colleges. Burkhalter asked for input from council members regarding what the duties would be of an office providing a single point of contact for transfer students and how that office might assist the colleges. Paton said her office is working with advisors to prepare pre-transfer degree plans that specify what lower-division courses should be completed to meet departmental expectations prior to students transferring into Texas Tech. Those plans will be ready in July and provided to Enrollment Management for use with community colleges. Burkhalter said he is in the process of revising OP 34.01 regarding undergraduate student admissions.

Interim Chair Melanie Hart of the Department of Health, Exercise and Sport Sciences explained her department's decision to discontinue the Bachelor of Science in Health. Hart said the health major has been in effect for 10 years and has only 38 majors compared to 1,220 majors in Exercise and Sport Sciences. The program has had three failed searches in the last seven years for an open faculty position because the program "is not the program it should be." The department plans to keep health as a minor but discontinue it as a major after the last students move through the program in December 2012. When asked how discontinuing the program would affect the name of the department, Hart said there has been discussion about changing the department title but no decision has been made. Council members will vote on the program deletion at the February 16 meeting.

Assistant Registrar Debra Crosby discussed H.B. No. 269, which awards up to 12 hours of undergraduate course credit for military service. Because the credit must be applied to elective course requirements and not degree programs, Crosby said the Transfer Evaluation Office has been challenged with finding ways to apply the credit and help military veterans. She asked council members who have questions or concerns related to the military service course credit to send those concerns to Stewart so that the council can address them at the next meeting. A grade description of "MC" on transcripts will mean "Military Credit."

Director of Admissions Ethan Logan informed council members that "visiting student" will be a new admissions designation for students visiting from another institution but not seeking entrance into a Texas

Tech degree program or for a student who wants to take courses at Tech “just for the experience of it.” Such a designation also will make it easier for students to register at TTU in Seville and at other international centers. These students will, however, be subject to the same in-state and out-of-state tuition as other students. Rosslyn Smith has a six-page list of courses that will not be open to visiting students. She will email the list to council members for changes or updates.

Associate Dean of the Graduate School Cliff Fedler introduced a three-page worksheet to accompany all course approval forms requesting a new graduate course. As a result of a proliferation of more than 470 new graduate courses in the last seven years, Fedler said the worksheet would give the Graduate School more information for deciding which courses are really necessary and desirable. Numerous council members objected to the proposed worksheet saying that much of the information is either already in the course approval form or has already been part of the review process within the colleges. Council members took no action on the proposed worksheet.

Jones presented the course approval summary for January. Stoker questioned whether the curriculum of three new proposed agricultural communications courses might overlap with courses offered in the College of Mass Communications. \_\_\_\_\_ moved that the council table ACOM 3305, 4305, and 4311 but accept the other course approvals as presented. Purinton seconded the motion, and the motion passed.

Teagan informed council members that representatives of the Noel-Levitz Advising Consultancy would be on campus Feb. 2-4 and luncheon meetings with the consultants would include many members of the council.

The meeting concluded at 3 p.m. without addressing the following agenda items:

1. Guidelines for new degree and certificate proposals
2. Course credit for A-level tests
3. Course repeats
4. New THECB rules on review of low-producing programs
5. Timeliness of degree posting for institutional reporting
6. Revised meeting date for March meeting of the Academic Council

Course number and title	Current core curriculum requirement fulfilled	Core Area Committee recommendation	Steering Committee recommendation	Academic Council recommendation
<b>Additions</b>				
ADRS 2310, Understanding Alcohol, Drugs, and Addictive Behaviors	None, Individual and Group Behavior requested	Approve, 1/22/10		
CLAS 3335, Archaeologies of the Classical World	None, Individual and Group Behavior requested	Approve, 1/22/10		
<b>Deletions</b>				
None				

ADRS 2310, This course is designed to provide students with an introduction to addiction, including the nature of its history, biology, inner/intra personal, and social aspects.

CLAS 3335, This course is an introduction to the materials, methods, practices, and theories of those archaeologies of the Classical World. It addresses questions of how archaeology helps to (re)construct Greco-Roman societies and why the World matters today.



## February 2010 Academic Council Summary of Proposed Course Approvals

No.	College	Action	Prefix & No.	Title	HRS	Description/Term/CIP/Level
1	AG	ADD	ACOM 2303	Digital Imaging in Agriculture	3:2:2	Basics of composition, techniques, and lighting involved in photographing agricultural images. Students will learn about photographing agricultural subjects, people, and landscapes. <b>Justification:</b> This course has been taught as a special problems course (ACOM 4001) for four summers with an average of 20 students. This topic is important to the agricultural communications field and a comparable photography course in Mass Communications requires students to be EMC majors. ACOM has added a new faculty member and now has the faculty to teach this course. <b>Effective Term: Spring 2011</b> <b>CIP Code: 13.1301.0005</b>
2	AG	ADD	ACOM 3305	Layout and Design in Agricultural Sciences  <b>TABLED BY AC IN JANUARY</b>	3:2:2	Prerequisite: ACOM 2305. Examination of design principles and desktop publishing in the agricultural industry. <b>Justification:</b> This course will meet the demands of the agricultural industry. Students hired in the agricultural communications field need to understand desktop publishing. <b>Effective Term: Fall 2010</b> <b>CIP Code: 01.0801.0005</b>
3	AG	ADD	ACOM 4305	Agricultural Communication Campaigns  <b>TABLED BY AC IN JANUARY</b>	3:2:2	Prerequisite: Junior or senior standing and ACOM majors only. Principles, practices, and applications of social marketing as they pertain to developing communication campaigns for the food and fiber industry. <b>Justification:</b> People hired in a communications field are required to develop a plan of communications. This course will outline the principles, practices, and applications or an integrated marketing plan appropriate for the agricultural field. With the increase of recalls and crises, it is important that our agricultural industries have a communication plan. <b>Effective Term: Fall 2010</b> <b>CIP Code: 01.0801.0005</b>
4	AG	ADD	ACOM 4311	Convergence in Agricultural Media  <b>TABLED BY AC IN JANUARY</b>	3:2:2	Prerequisite: Consent of instructor and ACOM majors only. Intensive application of communication skills to produce a multimedia Web site focused on agricultural topics. <b>Justification:</b> The need for convergence journalism is growing. It is important that students have the opportunity to combine all components of their academic experience and communicate through an online forum. This course will prepare students for a career in the changing field of agricultural communications. <b>Effective Term: Spring 2011</b> <b>CIP Code: 01.0801.0005</b>
5	AG	ADD	NRM 3309	Restoration Ecology	3:3:0	Prerequisite: NRM 3307 or consent of instructor. Case studies, literature, and hands-on experience illustrate the theory and practice of ecological restoration, including plants and animals. <b>Justification:</b> The field of restoration ecology is an important and growing sub-field in natural resources but is not represented in the Texas Tech course catalog. By adding this course, the department and university will serve undergraduate students by offering education in this popular and exciting field of research. <b>Effective Term: Fall 2010</b> <b>CIP Code: 26.1305.0002</b>

6	AG	ADD	NRM 3325	Integrated Natural Resources Management Skills	3:3:0	Prerequisite: NRM 2301 or 2302. Develops skills in the generation and dissemination of scientific information to scientists, policy makers, and society. F. <b>Justification:</b> NRM students need more exposure to literature in their field. This course will provide practice in integrating natural resources information with problem solving and the skills needed to be effective natural resource managers. Acquiring these skills earlier in the curriculum will better prepare the students for senior and capstone courses. <b>Effective Term: Fall 2010</b> <b>CIP Code: 03.0201.0002</b>
7	AG	ADD	NRM 3407	Vegetation and Wildlife Inventory and Analysis Techniques	4:2:5	Prerequisite: NRM 2301 or 2302. Techniques for sampling and analyzing rangeland vegetation and wildlife habitats and populations. (Writing Intensive) S. <b>Justification:</b> The course will provide exposure to NRM plant and animal techniques in a hands-on manner much earlier in the curriculum than is possible with NRM 4407. This course combines knowledge and skills requirements for both range (NRM 3201) and wildlife (NRM 4407) students in one class. <b>Effective Term: Fall 2010</b> <b>CIP Code: 03.0201.0002</b>
8	AG	CHG title, description	PSS 4316	<b>Current:</b> Turfgrass Science  <b>Proposed:</b> Turfgrass Physiology and Ecology	3:3:0	Prerequisite: PSS 3309 or consent of instructor. Physiological response of turfgrass to stress. Effect of management practices on community dynamics, competition, and the environment. <b>Justification:</b> Changes made to the prerequisite course, PSS 3309, created a significant overlap in the material previously taught in PSS 4316. Therefore, changes to the curriculum of PSS 4316 were necessary to create a transition from PSS 3309 to PSS 4316. <b>Effective Term: Summer I 2010</b> <b>CIP Code: 01.0607.0005</b>
9	AG	CHG hours	PSS 4426	Introduction to Genomics	4:3:1 to 4:3:2	Prerequisite: Consent of instructor. Focuses on genome structure and function of model systems with emphasis on studying the regulation of gene expression and the transcriptome. <b>Justification:</b> Additional lab time is required (from 1 to 2 hours). <b>Effective Term: Summer I 2010</b> <b>CIP Code: 01.1104.0005</b>
10	AS	ADD	ANTH 2306	Anthropology at the Movies	3:3:0	Examines how anthropology, archaeology, and physical anthropology are portrayed in mainstream movies as a springboard for discussing important topics about culture and science. <b>Justification:</b> The course adds to the undergraduate offerings in anthropology and provides a core Humanities offering within the discipline. <b>Effective Term: Fall 2010</b> <b>CIP Code: 45.0201.0001</b>
11	AS	DEL	ANTH 3323	Religion and Culture	3:3:0	A cross-cultural examination of religious phenomena, including belief systems, sacred symbols, ritual, shamanism, and revitalization movements. Emphasizes nonwestern religions. Fulfills Core Humanities requirement. <b>Justification:</b> The department has no faculty member with a specialization in the area of anthropology of religion to teach this course. <b>Effective Term: Fall 2010</b> <b>CIP Code: 45.0201.0001</b>

12	AS	DEL	ANTH 3325	Anthropological Folklore	3:3:0	<p>The role of folklore not only as entertainment but also as explanation and validation of ways of life: myth, parable, legend, proverbs, riddles, and fairy tales. Fulfills multicultural requirement. Fulfills Core Humanities requirement. (Writing Intensive)</p> <p><b>Justification:</b> This course has been taught only once in the last six years. It was proposed and approved when there was a faculty member who specialized in this area of anthropology. The department has no faculty with a specialization or interest in folklore.</p> <p><b>Effective Term: Fall 2010</b> <b>CIP Code: 45.0201.0001</b></p>
13	AS	DEL	ANTH 3351	Language and Culture	3:3:0	<p>An inquiry into the interrelations of language and other aspects of culture; languages as reflecting or actively molding human perception and experience. Fulfills Core Humanities requirement.</p> <p><b>Justification:</b> This course is redundant with ANTH 3305, which covers almost identical material. The course is no longer required for the major.</p> <p><b>Effective Term: Fall 2010</b> <b>CIP Code: 45.0201.0001</b></p>
14	AS	ADD	ESS 4356	Fundamentals of Sports Marketing	3:3:0	<p>Overview of the nature and theories of sport product marketing and the relationship between consumer behavior and marketing research.</p> <p><b>Justification:</b> The course will provide an additional elective for the sport studies track for the B.S. in Exercise and Sport Sciences. Typically, students in the sports studies track are interested in pursuing a career in sport management. The material presented in this course is important for undergraduate students to learn the field of sports and lifestyle marketing with practices, applications, and strategies associated with a career in sport management. The content of this course is a prerequisite for many sport management graduate programs. It has been taught as a seminar class with an enrollment of 25 each semester.</p> <p><b>Effective Term: Fall 2010</b> <b>CIP Code: 31.0504.0016</b></p>
15	AS	CHG hours	ESS 4358	Sport Management	3:2:2 to 3:3:0	<p>Fundamental concepts and theories for management in sport programs.</p> <p><b>Justification:</b> The material will be addressed by alternative assignments rather than by laboratory activities. Students will complete eight alternative assessments that will take several forms, including case studies, presentations, journal article reviews, and essays. These projects will induce students to think critically and appropriately integrate information discussed in class.</p> <p><b>Effective Term: Fall 2010</b> <b>CIP Code: 31.0504.0016</b></p>
16	AS	CHG number title, description	HIST 3373 to HIST 4379	<p><b>Current:</b> Revolutionary Russia, 1894 to 1924</p> <p><b>Proposed:</b> Revolutionary Russia</p>	3:3:0	<p>Examines Russia/USSR during its revolutionary period, ca. 1900-1950. Topics studied include the 1917 revolutions, civil war, NEP, Stalinism, terror, the Gulag and WWII. (Writing Intensive)</p> <p><b>Justification:</b> The current course uses a grossly outdated conception of Russia's revolutionary period. While the current course ends in 1924, before the Stalin Revolution, there is now a broad consensus among Russian/Soviet historians that the Stalin Revolution was the most transformative part of Russia's revolutionary era. The history department currently does not offer any writing intensive 4000-level courses that explore the history of Russia and the Soviet Union. Given the importance of 4000-level classes to curriculum, it is essential for a Russian history course to be offered at this level.</p> <p><b>Effective Term: Spring 2011</b> <b>CIP Code: 54.0103.0001</b></p>
17	AS	ADD	SOC 2335	Homicide	3:3:0	<p>Analyzes homicide by strangers, family members, and acquaintances from a criminological perspective. Serial, mass, school shootings, and</p>

						<p>hate crime murder are also examined.</p> <p><b>Justification:</b> This specialized topics course will be an elective and will support the sociology major and minor, the criminology concentration in the SAW department, and the forensics minor curriculum.</p> <p><b>Effective Term: Fall 2010</b></p> <p><b>CIP Code: 45.1101.0001</b></p>
18	AS	ADD	SOC 3326	Women and Crime	3:3:0	<p>Examines the nature and extent of female crime, contemporary debate in feminist criminology, and the construction of gender in criminal justice discourse.</p> <p><b>Justification:</b> This specialized topics course will be an elective and will support the sociology major and minor, the criminology concentration in the SAW department, the forensics minor curriculum in the SAW department, and the minor in women's studies.</p> <p><b>Effective Term: Fall 2010</b></p> <p><b>CIP Code: 45.1101.0001</b></p>
19	BA	DEL	ENCO 4363	Alternative Energy Markets: Transportation and Fuel	3:3:0	<p>Prerequisite: ENCO 3385 with a minimum grade of C. Compares market economies and technology of conventional and unconventional fossil fuels to emerging alternative and renewable energy sources of transportation fuels.</p> <p><b>Justification:</b> Combining with another course.</p> <p><b>Effective Term: Summer I 2010</b></p> <p><b>CIP Code: 52.0101.0016</b></p>
20	BA	CHG title, description	ENCO 4364	<p>Current: Alternative Energy Markets: Electricity</p> <p>Proposed: Alternative Energy Markets</p>	3:3:0	<p>Prerequisite: ENCO 3385 with a minimum grade of C. Compares market economies and technology of conventional and unconventional fossil fuels to emerging alternative and renewable energy sources.</p> <p><b>Justification:</b> Creating a broad overview of alternative energy markets.</p> <p><b>Effective Term: Summer I 2010</b></p> <p><b>CIP Code: 52.0101.0016</b></p>
21	BA	ADD	ENCO 4373	Energy and Developing Economies	3:3:0	<p>Prerequisite: ENCO 3385 with a minimum grade of C. Growth in global energy demand will be centered in emerging nations. Course focuses on availability and sustainability of energy resources to meet projected need.</p> <p><b>Justification:</b> To be taught in conjunction with ENCO 4390, World Energy Project.</p> <p><b>Effective Term: Summer I 2010</b></p> <p><b>CIP Code: 52.0101.0016</b></p>
22	BA	CHG title	MGT 3374	<p><b>Current:</b> Personnel Administration</p> <p><b>Proposed:</b> Managing Human Resources</p>	3:3:0	<p>Prerequisite: MGT 3370 with a grade of C or higher. Principles and methods in general personnel management and work force maintenance.</p> <p><b>Justification:</b> To more accurately reflect course content.</p> <p><b>Effective Term: Fall 2010</b></p> <p><b>CIP Code: 52.1001.0016</b></p>
23	BA	CHG title	MGT 3375	<p><b>Current:</b> Entrepreneurship I: New Value Creation</p> <p><b>Proposed:</b> Entrepreneurship: New Value Creation</p>	3:3:0	<p>Introduces students to the knowledge and modes of thinking that are basic to new value creation.</p> <p><b>Justification:</b> To more accurately reflect course content.</p> <p><b>Effective Term: Fall 2010</b></p> <p><b>CIP Code: 52.0701.0016</b></p>
24	BA	CHG title	MGT 4372	<p><b>Current:</b> Labor Relations</p> <p><b>Proposed:</b> Recruitment, Selection, and Retention</p>	3:3:0	<p>Prerequisite: MGT 3370 with a grade of C or higher. A study of labor union development, organization, leadership, and operational techniques. Consideration of collective bargaining issues and procedures.</p> <p><b>Justification:</b> To more accurately reflect course content.</p> <p><b>Effective Term: Fall 2010</b></p> <p><b>CIP Code: 52.1001.0016</b></p>

25	BA	CHG title, prerequisite	MGT 4376	<b>Current:</b> Entrepreneurship II: Discovering Entrepreneurial Opportunities  <b>Proposed:</b> Entrepreneurship: Discovering Entrepreneurial Opportunities	3:3:0	Prerequisite: Permission of instructor. Generates and refines entrepreneurial process, opportunity discovery, and entrepreneurial thinking skills; develops the knowledge base for entrepreneurial idea assessment and problem-solving skills required for application to the recognition of viable opportunities. <b>Justification:</b> To more accurately reflect course content. <b>Effective Term: Fall 2010</b> <b>CIP Code: 52.1001.0016</b>
26	BA	CHG title, prerequisite	MGT 4386	<b>Current:</b> New Venture Creation  <b>Proposed:</b> Entrepreneurship: New Venture Creation	3:3:0	Prerequisite: Permission of instructor. Students learn and apply due diligence, business planning, and venture creation skills needed to implement new business concepts. <b>Justification:</b> To more accurately reflect course content. <b>Effective Term: Fall 2010</b> <b>CIP Code: 52.0701.0016</b>
27	ENGR	CHG title, hours, description, prerequisite	CE 4101	<b>Current:</b> Application of Engineering Fundamentals  <b>Proposed:</b> Fundamentals of Engineering Exam Review	1:1:0 to 1:0:3	Prerequisite: CE 4200 and consent of instructor. Review for NCEES Fundamentals of Engineering Exam. <b>Justification:</b> <b>Effective Term: Fall 2010</b> <b>CIP Code: 14.0801.0006</b>
28	ENGR	ADD	CE 4200	Professional Engineering Practice Issues	2:2:0	Prerequisite: Must be within two long semesters of graduation. Review engineering courses in preparation for NCEES FE exam. A study of engineering bodies of knowledge. May be repeated. <b>Justification:</b> This will be a required course that will address the importance of licensure and preparation for both portions of the NCEES FE Exam. It integrates technical and social issues to prepare senior B.S. in Civil Engineering and fifth-year M.Env.E. students to enter professional practice. <b>Effective Term: Fall 2010</b> <b>CIP Code: 14.0801.0006</b>
29	ENGR	ADD	CHE 5340	Polymer Processing	3:3:0	Polymer processing and fabrication technology for thermoplastic and thermoset polymers. The science and art of manufacturing with plastic materials. <b>Justification:</b> This course was deleted in the Spring 2008 untaught courses purge. With recent hires, the department has regained the expertise to teach this course. It is an important course for students doing their thesis in the area of polymers. <b>Effective Term: Summer I 2010</b> <b>CIP Code: 14.0701.0006</b>
30	ENGR	ADD	CONE 5331	Special Topics in Construction Engineering	3:3:0	Prerequisite: Departmental approval. Elaborates on a special topic of current interest to graduate students with an interest in construction engineering. May be repeated for credit. <b>Justification:</b> A special topics course is needed for flexibility in order to offer a graduate course of current interest in the field of construction engineering. <b>Effective Term: Summer I 2010</b> <b>CIP Code: 14.3301.006</b>
31	ENGR	CHG title	CS 4000	<b>Current:</b> Special Topics in Computer Science  <b>Proposed:</b> Individual Studies in Computer Science	V1-6	Prerequisite: Advanced standing and departmental approval. Individual studies in computer science areas of special interest. May be repeated for credit. <b>Justification:</b> New title corresponds more accurately with the description and allows CS 4331 to be the department's special topics course. <b>Effective Term: Summer I 2010</b> <b>CIP Code: 11.0101.002</b>
32	ENGR	ADD	PETR 4385	Multinational Energy, Environment, Technology, and Ethics	3:3:0	Prerequisite: Completion of Core Curriculum in communication, mathematics, natural science; junior or senior standing; and departmental ap-

						<p>proval. Energy use in modern society and the consequences of past, current, and future energy.</p> <p><b>Justification:</b> This course is designed to enable students to understand how profoundly scientific and technological developments affect society and the environment. Students will acquire an understanding of the relationship of ethics and technology.</p> <p><b>Effective Term: Summer I 2010</b></p> <p><b>CIP Code: 14.2501.0006</b></p>
33	ENGR	ADD	PETR 4386	Petroleum Geology, Exploration, Drilling, and Production	3:3:0	<p>Prerequisite: Completion of Core Curriculum in communication, mathematics, natural science; junior or senior standing. A non-technical guide to petroleum geology, exploration, drilling, and production.</p> <p><b>Justification:</b> For several years the department has taught this course as a special topics course, PETR 4000, as part of the energy commerce program in Rawls College of Business. Enrollment has been about 60 students each spring semester. Instructors feel the need for the course has been demonstrated and request the course be given a formal designation.</p> <p><b>Effective Term: Summer I 2010</b></p> <p><b>CIP Code: 14.2501.0006</b></p>
34	HUM	DEL	FCSE 3325	Educational Programming: Addiction Issues	3:3:0	<p>Addiction issues affecting individuals and families in business, community, and school settings. Emphasis on program development, implementation, and evaluation.</p> <p><b>Justification:</b> Course is no longer needed.</p> <p><b>Effective Term: Summer I 2010</b></p> <p><b>CIP Code: 13.1308.0007</b></p>
35	MC	CHG title, description	ADV 3361	<p><b>Current:</b> Advertising Creative Strategy</p> <p><b>Proposed:</b> Advertising Design and Layout</p>	3:2:3	<p>Prerequisite: ADV 3312 with a grade of C or higher. Corequisite: Non-credit lab. Covers the creative aspects of advertising design, strategy, copy, layout, typography, and production in a variety of visual media. Provides practical training for planning and executing effective print and broadcast messages. Teaches computer proficiency with the software packages such as Adobe Creative Suite, which includes Illustrator, InDesign and Photoshop.</p> <p><b>Justification:</b> New title more accurately reflects course content. New description is more precise.</p> <p><b>Effective Term: Fall 2010</b></p> <p><b>CIP Code: 09.0903.0001</b></p>
36	VPA	ADD	ART 2309	Technology in the Arts	3:2:2	<p>Introduces students to the Macintosh environment, digital input and output, scanning and preparing presentations, and related ethical issues.</p> <p><b>Justification:</b> This course will serve the School of Art by providing a predictable level of technical digital knowledge for students as they advance to upper-level courses. Pending approval as a new course, ART 2309 will be submitted for consideration as part of the Core Curriculum in Technology and Applied Science.</p> <p><b>Effective Term: Fall 2010</b></p> <p><b>CIP Code: 50.0701.0003</b></p>
37	VPA	ADD	DAN 2103	Jazz II	1:0:3	<p>Prerequisite: DAN 1103 or consent of instructor. A study of beginning/intermediate jazz dance techniques, performance, repertory, and choreography. May be repeated once for credit.</p> <p><b>Justification:</b> The number and quality of students in the dance program have increased. It is necessary to revise the current classes offered in jazz dance so there are levels more appropriate to the students in the program.</p> <p><b>Effective Term: Fall 2010</b></p> <p><b>CIP Code: 50.0301.0003</b></p>
38	VPA	ADD	DAN 2105	Ballet II	1:0:3	<p>Prerequisite: DAN 1105 or consent of instructor. A study of beginning/intermediate ballet dance techniques, performance, repertory, and choreography. May be repeated once for credit.</p>

						<p><b>Justification:</b> The number and quality of students in the dance program have increased. It is necessary to revise the current classes offered in ballet dance so there are levels more appropriate to the students.</p> <p><b>Effective Term: Fall 2010</b></p> <p><b>CIP Code: 50.0302.0003</b></p>
39	VPA	ADD	DAN 2109	Modern II	1:0:3	<p>Prerequisite: DAN 1109 or consent of instructor. A study of beginning/intermediate modern dance techniques, performance, repertory, and choreography. May be repeated once for credit.</p> <p><b>Justification:</b> The number and quality of students in the dance program have increased. It is necessary to revise the current classes offered in modern dance so there are levels more appropriate to the students in the program.</p> <p><b>Effective Term: Fall 2010</b></p> <p><b>CIP Code: 50.0301.0003</b></p>
40	VPA	ADD	DAN 3100	Dance Production Activities II	(1)	<p>Prerequisite: DAN 1100. Participation in a dance production as a choreographer. May be repeated once for credit.</p> <p><b>Justification:</b> Students have previously registered for DAN 1100 when they choreograph for departmental productions. Choreographing a work is not an introductory-level experience and is better represented by an upper-division course number.</p> <p><b>Effective Term: Fall 2010</b></p> <p><b>CIP Code: 50.0301.0003</b></p>
41	VPA	CHG title, prerequisite, description	DAN 3103	<p><b>Current:</b> Jazz II</p> <p><b>Proposed:</b> Jazz III</p>	1:0:3	<p>Prerequisite: DAN 2103 or consent of instructor. A study of intermediate jazz dance techniques, performance, repertory, and choreography. May be repeated once for credit.</p> <p><b>Justification:</b> The number and quality of students in the dance program have increased. It is necessary to revise the current classes offered in jazz dance so there are levels more appropriate to the students.</p> <p><b>Effective Term: Fall 2010</b></p> <p><b>CIP Code: 50.0301.0003</b></p>
42	VPA	CHG title, prerequisite, description	DAN 3105	<p><b>Current:</b> Ballet II</p> <p><b>Proposed:</b> Ballet III</p>	1:0:3	<p>Prerequisite: DAN 2105 or consent of instructor. A study of intermediate ballet dance techniques, performance, repertory, and choreography. May be repeated once for credit.</p> <p><b>Justification:</b> The number and quality of students in the dance program have increased. It is necessary to revise the current classes offered in ballet dance so there are levels more appropriate to the students.</p> <p><b>Effective Term: Fall 2010</b></p> <p><b>CIP Code: 50.0302.0003</b></p>
43	VPA	CHG title, prerequisite, description	DAN 3109	<p><b>Current:</b> Modern II</p> <p><b>Proposed:</b> Modern III</p>	1:0:3	<p>Prerequisite: DAN 2109 or consent of instructor. A study of intermediate modern dance techniques, performance, repertory, and choreography. May be repeated for credit.</p> <p><b>Justification:</b> The number and quality of students in the dance program have increased. It is necessary to revise the current classes offered in modern dance so there are levels more appropriate to the students.</p> <p><b>Effective Term: Fall 2010</b></p> <p><b>CIP Code: 50.0301.0003</b></p>

44	VPA	CHG title, prerequisites, description	DAN 3208	<b>Current:</b> Principles of Choreography <b>Proposed:</b> Principles of Choreography I	2:1:2	Prerequisite: DAN 2103 or 3103, and 2105 or 3105, and 2109 or 3109, and 2202 with a grade of B or higher or consent of instructor. An introduction to and practical application of basic principles and skills of dance making. <b>Justification:</b> The change in title distinguishes this course as the first component of the choreography classes. <b>Effective Term: Fall 2010</b> <b>CIP Code: 50.0301.0003</b>
45	VPA	ADD	DAN 3209	Principles of Choreography II	2:1:2	Prerequisite: DAN 3208 or consent of instructor. An exploration of skills and techniques used to hone choreographic style and process. <b>Justification:</b> This addition provides students with a second semester of instruction in dance composition, an essential component of a comprehensive education in dance. <b>Effective Term: Fall 2010</b> <b>CIP Code: 50.0301.0003</b>
46	VPA	CHG title, description	DAN 4103	<b>Current:</b> Jazz III <b>Proposed:</b> Jazz IV	1:0:3	Prerequisite: DAN 3103 with a grade of A or consent of instructor. A study of advanced jazz dance techniques, performance, repertory, and choreography. May be repeated for credit. <b>Justification:</b> The number and quality of students in the dance program have increased. It is necessary to revise the current classes offered in jazz dance so there are levels more appropriate to the students in the program. <b>Effective Term: Fall 2010</b> <b>CIP Code: 50.0301.0003</b>
47	VPA	CHG title, prerequisite, description	DAN 4105	<b>Current:</b> Ballet III <b>Proposed:</b> Ballet IV	1:0:3	Prerequisite: DAN 3105 or consent of instructor. A study of advanced ballet dance techniques, performance, repertory, and choreography. May be repeated for credit. <b>Justification:</b> The number and quality of students in the dance program have increased. It is necessary to revise the current classes offered in ballet dance so there are levels more appropriate to the students in the program. May be repeated for credit. <b>Effective Term: Fall 2010</b> <b>CIP Code: 50.0302.0003</b>
48	VPA	CHG title, prerequisite, description	DAN 4109	<b>Current:</b> Modern III <b>Proposed:</b> Modern IV	1:0:3	Prerequisite: DAN 3109 or consent of instructor. A study of advanced modern dance techniques, performance, repertory, and choreography. May be repeated for credit. <b>Justification:</b> The number and quality of students in the dance program have increased. It is necessary to revise the current classes offered in modern dance so there are levels more appropriate to the students. <b>Effective Term: Fall 2010</b> <b>CIP Code: 50.0301.0003</b>
49	VPA	CHG number, hours, prerequisites, description	DAN 4210 to DAN 4110	Senior Project	(2) to (1)	Prerequisite: DAN 3208 or 3209 with a grade of B or higher and consent of instructor. Production and presentation of a video portfolio or choreography and performance. <b>Justification:</b> The change in credit hours reflects the amount of lab time per week students are expected to complete. The proposed description now limits the content to production and presentation of a video portfolio and better describes what students are doing. <b>Effective Term: Fall 2010</b> <b>CIP Code: 50.0301.0003</b>

50	VPA	ADD	DAN 4313	Topics in Dance History	3:3:0	Prerequisite: DAN 3313 or consent of instructor. An in-depth investigation of particular topics in dance history with a focus on the roles of dance in a larger cultural context. May be repeated once for credit. <b>Justification:</b> This addition provides dance majors an in-depth study of specific topics in dance history that not currently a component of the survey course in dance history and is an essential component of a comprehensive education in dance. <b>Effective Term: Fall 2010</b> <b>CIP Code: 50.0301.0003</b>
51	VPA	CHG number, hours	MUTH 1303 to MUTH 1203	Elementary Music Theory I	3:3:0 to 2:2:0	Prerequisite: Placement test; corequisite: MUTH 1103. For music majors or with consent of instructor. Melody, rhythm, and diatonic harmony. <b>Justification:</b> The reduction in credit hours is proposed to allow students' education in music theory comparable to out-of-state peer institutions while satisfying the in-state requirements regarding the total number of hours allowed in a degree plan. Without this change, one music theory course would have to be cut from many of our students' degree plans. <b>Effective Term: Fall 2010</b> <b>CIP Code: 50.0904.0003</b>
52	VPA	CHG number, hours	MUTH 1304 to MUTH 1204	Elementary Music Theory II	3:3:0 to 2:2:0	Prerequisite: Completion of MUTH 1303 and 1103 with a grade of C or better, or equivalent. Corequisite: MUTH 1104. Melody, rhythm, and diatonic harmony. <b>Justification:</b> The reduction in credit hours is proposed to allow students' education in music theory comparable to out-of-state peer institutions while satisfying the in-state requirements regarding the total number of hours allowed in a degree plan. Without this change, one music theory course would have to be cut from many of our students' degree plans. <b>Effective Term: Fall 2010</b> <b>CIP Code: 50.0904.0003</b>
53	VPA	CHG number, hours	MUTH 2303 to MUTH 2203	Intermediate Music Theory I	3:3:0 to 2:2:0	Prerequisite: Completion of MUTH 1304 and 1104 with a grade of C or better, or equivalent. Corequisite: MUTH 2103. Diatonic and chromatic harmony. <b>Justification:</b> The reduction in credit hours is proposed to allow students' education in music theory comparable to out-of-state peer institutions while satisfying the in-state requirements regarding the total number of hours allowed in a degree plan. Without this change, one music theory course would have to be cut from many of our students' degree plans. <b>Effective Term: Fall 2010</b> <b>CIP Code: 50.0904.0003</b>
54	VPA	CHG number, hours	MUTH 2304 to MUTH 2204	Intermediate Music Theory II	3:3:0 to 2:2:0	Prerequisite: Completion of MUTH 2303 and 2103 with a grade of C or better, or equivalent. Corequisite: MUTH 2104. Diatonic and chromatic harmony; survey of twentieth-century techniques. <b>Justification:</b> The reduction in credit hours is proposed to allow students' education in music theory comparable to out-of-state peer institutions while satisfying the in-state requirements regarding the total number of hours allowed in a degree plan. Without this change, one music theory course would have to be cut from many of our students' degree plans. <b>Effective Term: Fall 2010</b> <b>CIP Code: 50.0904.0003</b>

## Application for Graduate Certificate Program

1. **Name of Graduate Certificate Program:**  
Graduate Certificate in Special Education Transition
  
2. **Name of home department and home college:**  
Special Education Program in the Educational Psychology & Leadership Department of the College of Education
  
3. **Graduate advisor(s) for graduate certificate program (admissions and advising):**  
Leann DiAndreth-Elkins, Ed.D.
  
4. **Required courses and electives: Students will take 5 courses:**

Course	Title	Frequency of Offering	Prerequisites	Taught by Distance
EDSP 5304	Instructional Strategies for Teaching Students with High Incidence Disabilities	2 times per year (spring & summer)	None	Yes
EDSP 5330	Children and Youth with High Incidence Disabilities	2 times per year (summer & fall)	None	Yes
EDSP 5390	Seminar in Special Education: Transition Services for Students with Disabilities	1 time per year (summer)	None	Yes
EDSP 5308	Authentic Assessment for Students with Exceptionalities	1 time per year (fall)	None	Yes
EDSP 5390	Seminar in Special Education: Transition Curriculum in Postsecondary Education and Employment Models for Students with Disabilities	1 time per year (fall)	None	Yes

**5. Are all courses currently available? If not, the applications for new courses must accompany this proposal.**

All courses are currently offered and instructors are available to teach these courses. No additional courses are needed at this time.

**6. What workforce needs (or creative needs) are being met by the establishment of the proposed graduate certificate program?**

The legislature of the State of Texas has had recent activity which emphasizes the need for special education transition specialists. On April 21, 2009 they approved House Bill 3614 and proposed Senate Bill 1125. This bill would require all school districts to designate a school transition and employment specialist to serve as the district's expert on transition and employment services for students who are 14 years of age and older and are enrolled in special education programs.

The Individuals with Disabilities Education Act (2004) defines transition as "a coordinated set of activities for a child with a disability...to facilitate the child's movement from school to post-school activities". These activities may include assessment of the child's needs, strengths, and interests; development of employment and independent living skills; opportunity for community experiences; and preparation for postsecondary education. Compared to their peers without disabilities, students with disabilities need specialized training and more hands-on opportunities for practicing skills required for successful transition to employment and postsecondary education.

In 2003-2004, 13.7% of all students attending public schools were being served in special education (6,633,902 students). In Texas 11.7% of all students attending public schools were being served in special education (506,771 students).

The Individuals with Disabilities Education Act (2004) mandates school districts to provide transition planning and services beginning when a student reaches 16 years of age, and the proposed State of Texas bill mandates it at 14 years of age.

**How many students per year do you anticipate using the program?**

10-15 students per year. The legislature of the State of Texas has approved House Bill 3614 on April 21, 2009, and proposed Senate Bill 1125. This bill would require all school districts to designate a school transition and employment specialist to serve as the district's expert on transition and employment services for students who are 14 years of age and older and are enrolled in special education programs. Texas Tech would be offering the only certificate of this type within the state.

**How was the above information determined?**

From review of the proposed Texas legislation, communication with the Region 17 Educational Service Center staff, interaction with the Region 17 Transition Focus Group, contact with the Texas Association of Vocational Adjustment Coordinators (professional association of school district personnel involved with transition), and review of the Council for Exceptional Children's (special educators' international professional association) knowledge and skill standards for special education transition specialist.

**7. What impact will the program have on your existing graduate degree programs?**

The Graduate Certificate in Special Education Transition Specialist can be currently used for professional development. A master's in special education with an emphasis in transition will be proposed.

**8. Do you have any existing graduate certificate programs?**

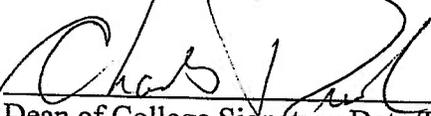
Yes

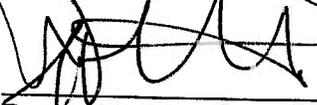
Graduate Certificate in Dual Sensory Impairment

Graduate Certificate in Autism

Graduate Certificate in Applied Behavior Analysis is pending

 12/1/09 Dr. William Lan  
Department Chair Signature Date Typed or Printed Name

 12/15/09 Charles Ruch  
Dean of College Signature Date Typed or Printed Name

 2/9/10 FRED HARTMELSTROM  
Dean of Graduate School Signature Date Typed or Printed Name

\_\_\_\_\_  
Provost Signature Date Typed or Printed Name

# Official Academic Calendar

## 2010 – 2011

### Fall 2010

**August 20, Friday**

Full payment of tuition and fees or enrollment in a payment plan due for fall.

**August 22, Sunday**

10 a.m., residence halls open for occupancy.

**August 23, Monday**

Faculty on duty.

First meal (breakfast) served in residence halls.

**August 25, Wednesday**

Last day to register or withdraw from the university without penalty.

4:30 p.m., first cancellation. Students who are not enrolled in a payment plan or have not paid 100% of mandatory tuition and fees will have their registration cancelled for all classes. Late fees will be assessed and will be subject to collections.

**August 26, Thursday**

Classes begin.

Student-initiated drop-add (changes in schedule) and withdrawal (drop all courses) begin on MyTech.

**August 31, Tuesday**

Last day to add a course.

**September 6, Monday**

Labor Day. University holiday.

**September 13, Monday**

Last day for student-initiated drop on MyTech without penalty (drop does not count against drop limit).

Last day to drop a course and receive a refund. Does not apply to students who drop to 0 hours.

**September 14, Tuesday**

Student-initiated drop made on or after this date counts against drop limit.

4:30 p.m., second cancellation. Students who are not enrolled in a payment plan or have not paid 100% of mandatory tuition and fees will have credit hours removed from their course(s) and will remain financially responsible for their charges in full. Cancellation fees will be assessed and will be subject to collections.

**September 16, Thursday**

Last day for graduate degree candidates to file with the Graduate School a statement of intention to graduate.

**September 21, Tuesday**

4:30 p.m., final cancellation. Students who are not enrolled in a payment plan or have not paid 100% of mandatory tuition and fees will have credit hours removed from their course(s) and will remain financially responsible for their charges in full. Cancellation fees will be assessed and will be subject to collections.

**September 23, Thursday**

Last day to withdraw from the university and receive a partial refund.

**October 1, Friday**

Applicable Payment Plan due date – Required payment must be received by the due date or the account will incur late fees.

Last day for doctoral students to submit the Defense Notification form.

**October 11 – 12, Monday – Tuesday**

Student holiday; does not apply to School of Law. Limited dining locations available.

**October 13, Wednesday**

Classes resume.

**October 22, Friday**

Last day for graduate degree candidates to defend theses/dissertations.

Last day for graduate degree candidates to pay thesis-dissertation fee posted to Banner account.

**October 25, Monday**

5 p.m., mid-semester grades due via Raiderlink.

Last day for degree candidates and faculty to order invitations and academic regalia at the bookstore.

Last day for graduate degree candidates to submit final defense reports to the Graduate School.

**November 1, Monday**

Last day for student-initiated drop on MyTech with penalty (counts against drop limit).

Last day to declare pass/fail intentions.

Applicable Payment Plan due date – Required payment must be received by the due date or the account will incur late fees.

**November 4, Thursday**

First day of spring semester advance registration for currently enrolled students (continues through November 19).

**November 5, Friday**

Last day for graduate degree candidates to submit to the Graduate School the final draft of thesis/dissertation.

**November 12, Friday**

Last day for master's non-thesis comprehensive examinations.

**November 19, Friday**

Last day to remove grades of I, PR, or CR in the Graduate School. This does not apply to the PR/CR received on a previous thesis or dissertation enrollment.

Last day for master's candidates to submit comprehensive examination reports.

Last day of advance registration.

**November 22, Monday**

Open registration begins.

Last day to transfer between colleges.

**November 24 – 28, Wednesday – Sunday**

Thanksgiving holiday. No meals served in residence halls.

**November 29, Monday**

Classes resume.

Last day for master's interdisciplinary/multidisciplinary students to submit portfolio.

Last day for graduate degree candidates to submit to the Graduate School final corrected PDF copy of thesis/dissertation.

**December 1, Wednesday**

Applicable Payment Plan due date – Required payment must be received by the due date or the account will incur late fees.

**December 2 – 8, Thursday – Wednesday**

Period of no examinations except for makeup exams or scheduled lab exams.

**December 3, Friday**

Last day to withdraw from the university.

Last day for undergraduate degree candidates to remove grades of I and PR and to complete final examinations in correspondence courses.

**December 8, Wednesday**

Last day of classes.

**December 9, Thursday**

Individual study day.

**December 10 - 15, Friday – Saturday / Monday – Wednesday**

Final examinations.

Friday, December 10 – Raiderlink available for grading (degree candidate grades due at noon December 17).

Wednesday, December 15 – Fall semester ends.

**December 16, Thursday**

Last meal (breakfast) served in residence halls.

Noon, grades due for graduating students via Raiderlink.

10 a.m., residence halls close. Degree candidates may occupy residence hall rooms until 10 a.m. Saturday, December 18.

**December 17 – 18, Friday – Saturday**

Commencement. (Schedule of ceremonies to be announced)

Degree candidates may occupy residence hall rooms until 10 a.m. Saturday.

**December 20, Monday**

5 p.m., final grades due via Raiderlink.

## Spring 2011

**January 7, Friday**

Full payment of mandatory tuition and fees or enrollment in a payment plan due for spring.

**January 9, Sunday**

10 a.m., residence halls open for occupancy.

**January 10, Monday**

Faculty on duty.

First meal (breakfast) served in residence halls.

**January 11, Tuesday**

Last day to register or withdraw from the university without penalty.

4:30 p.m., first cancellation. Students who are not enrolled in a payment plan or have not paid 100% of mandatory tuition and fees will have their registration cancelled for all classes. Late fees will be assessed and will be subject to collections.

**January 12, Wednesday**

Classes begin.

Student-initiated drop-add (changes in schedule) and withdrawal (drop all courses) begin on MyTech.

**January 17, Monday**

Martin Luther King Jr. Day. University holiday.

**January 18, Tuesday**

Last day to add a course.

**January 28, Friday**

Last day for student-initiated drop on MyTech without penalty (drop does not count against drop limit).

Last day to drop a course and receive a refund. Does not apply to students who drop to 0 hours.

Last day for graduate degree candidates to file with the Graduate School a statement of intention to graduate.

**January 31, Monday**

Student-initiated drop made on or after this date counts against drop limit.

4:30 p.m., second cancellation. Students who are not enrolled in a payment plan or have not paid 100% of mandatory tuition and fees will have credit hours removed from their course(s) and will remain financially responsible for their charges in full. Cancellation fees will be assessed and will be subject to collections.

**February 1, Tuesday**

Applicable Payment Plan due date – Required payment must be received by the due date or the account will incur late fees.

**February 7, Monday**

4:30 p.m., final cancellation. Students who are not enrolled in a payment plan or have not paid 100% of mandatory tuition and fees will have credit hours removed from their course(s) and will remain financially responsible for their charges in full. Cancellation fees will be assessed and will be subject to collections.

**February 9, Wednesday**

Last day to withdraw from the university and receive a partial refund.

**February 25, Friday**

Last day for doctoral students to submit Defense Notification form.

**March 1, Tuesday**

Applicable Payment Plan due date – Required payment must be received by the due date or the account will incur late fees.

**March 9, Wednesday**

5 p.m., mid-semester grades due via Raiderlink.

Last day for degree candidates and faculty to order invitations and academic regalia at the bookstore.

**March 11, Friday**

Last meal (dinner) served in residence halls until after spring vacation.

**March 12 – 20, Saturday – Sunday**

Spring vacation. Classes dismissed at noon Saturday. Student holiday only; university employees on duty except for holiday on Friday, March 18.

**March 21, Monday**

Classes resume. First meal (breakfast) in residence halls.

**March 23, Wednesday**

Last day for student-initiated drop on MyTech with penalty (counts against drop limit).

Last day to declare pass/fail intentions.

Last day for graduate degree candidates to defend theses/dissertations.

Last day for graduate degree candidates to pay thesis-dissertation fee posted to Banner account.

**March 24, Thursday**

Last day for graduate degree candidates to submit final defense reports to the Graduate School.

**April 1, Friday**

Last day for graduate degree candidates to submit to the Graduate School the final draft of thesis/dissertation.

First day for summer/fall advance registration for currently enrolled students (continues through April 18).

Applicable Payment Plan due date – Required payment must be received by the due date or the account will incur late fees.

**April 15, Friday**

Last day to remove grades of I, PR, or CR in the Graduate School. This does not apply to the PR/CR received on a previous thesis or dissertation enrollment.

**April 18, Monday**

Last day of advance registration.

**April 19, Tuesday**

Last day for master's non-thesis comprehensive examinations.

Last day for master's candidates to submit comprehensive examination reports.

Open registration begins.

Last day to transfer between colleges.

**April 25, Monday**

No classes. University employees on duty.

**April 26, Tuesday**

Last day for graduate degree candidates to submit to the Graduate School final corrected PDF copy of thesis/dissertation.

Last day for master's interdisciplinary/multidisciplinary students to submit portfolio.

**April 27 – May 3, Wednesday – Tuesday**

Period of no examinations except for makeup exams or scheduled lab exams.

**April 28, Thursday**

Last day to withdraw from the university.

**April 29, Friday**

Last day for undergraduate degree candidates to remove grades of I and PR and to complete final examinations in correspondence courses.

**May 3, Tuesday**

Last day of classes.

**May 4, Wednesday**

Individual study day.

**May 5 – 10, Thursday – Saturday / Monday – Tuesday**

Final examinations.

Thursday, May 5 – Raiderlink available for grading (degree candidate grades due at noon May 11).

Tuesday, May 10 – Spring semester ends.

**May 11, Wednesday**

Last meal (breakfast) served in residence halls.

10 a.m., residence halls close. Degree candidates may occupy residence hall rooms until 10 a.m. Saturday, May 14.

Noon, grades due for graduating students via Raiderlink.

**May 13 – 14, Friday – Saturday**

Commencement. (Schedule of ceremonies to be announced)

Degree candidates may occupy residence hall rooms until 10 a.m. Saturday.

**May 16, Monday**

5 p.m., final grades due via Raiderlink.

## Summer 2011

**Intersession at Junction****May 11 – 26**

Classes held at Junction Center campus.

## First Summer Term

### May 27, Friday

Full payment of mandatory tuition and fees or enrollment in a payment plan due for Summer I.

### May 30, Monday

10 a.m., residence halls open for occupancy.

### May 31, Tuesday

Faculty on duty.

Last day to register or withdraw from the university without penalty.

First meal (breakfast) served in residence halls.

4:30 p.m., first cancellation. Students who are not enrolled in a payment plan or have not paid 100% of mandatory tuition and fees will have their registration cancelled for all classes. Late fees will be assessed and will be subject to collections.

### June 1, Wednesday

Classes begin.

Student-initiated drop-add (changes in schedule) and withdrawal (drop all courses) begin on MyTech.

### June 2, Thursday

Last day to add a course.

### June 3, Thursday

Last day for doctoral students to file Defense Notification form.

### June 6, Monday

Last day for student-initiated drop on MyTech without penalty (drop does not count against drop limit).

Last day to drop a course and receive a refund. Does not apply to students who drop to 0 hours.

### June 7, Tuesday

Student-initiated drop made on or after this date counts against drop limit.

### June 9, Wednesday

Last day for graduate degree candidates to file with the Graduate School a statement of intention to graduate.

### June 15, Wednesday

4:30 p.m., final cancellation. Students who are not enrolled in a payment plan or have not paid 100% of mandatory tuition and fees will have credit hours removed from their course(s) and will remain financially responsible for their charges in full. Late Cancellation fees will be assessed and will be subject to collections.

### June 17, Friday

Last day for degree candidates and faculty to order invitations and academic regalia at the bookstore.

### June 21, Tuesday

Last day for student-initiated drop on MyTech with penalty (counts against drop limit) and/or transfer between colleges.

Last day to declare pass/fail intentions.

### June 24, Friday

Last day for graduate degree candidates to defend theses/dissertations.

Last day for graduate degree candidates to pay thesis-dissertation fee posted to Banner account.

### June 27, Monday

Last day for graduate degree candidates to submit final defense reports to Graduate School.

### June 28, Tuesday

Last day to withdraw from the university.

Last day for undergraduate degree candidates to remove grades of I and PR and to complete final exams in correspondence courses.

Applicable Payment Plan due date – Required payment must be received by the due date or the account will incur late fees.

**June 30, Thursday**

Last day of classes.

**July 1 – 2, Friday – Saturday**

Final examinations.

**July 2, Saturday**

First summer term ends.

**July 3, Sunday**

Students without room reservations for the second term must vacate residence hall rooms by 10 a.m.  
Last meal (breakfast) served in residence halls.

**July 7, Thursday**

5 p.m., final grade rolls due in the Registrar's Office.

## Second Summer Term

**July 1, Friday**

Full payment of mandatory tuition and fees or enrollment in a payment plan due for Summer II.

**July 4, Monday**

10 a.m., residence halls open for occupancy.

**July 5, Tuesday**

Faculty on duty.

Last day to register or withdraw from the university without penalty.

First meal (breakfast) served in residence halls.

Last day for graduate degree candidates to submit to the Graduate School the final draft of thesis/dissertation.

Last day for master's interdisciplinary/multidisciplinary students to submit portfolio.

4:30 p.m., first cancellation. Students who are not enrolled in a payment plan or have not paid 100% of mandatory tuition and fees will have their registration cancelled for all classes. Late fees will be assessed and will be subject to collections.

**July 6, Wednesday**

Classes begin.

Student-initiated drop-add (changes in schedule) and withdrawal (drop all courses) begin on MyTech

Last day for master's non-thesis comprehensive examination.

**July 7, Thursday**

Last day to add a course.

Last day for master's candidates to submit comprehensive examination reports.

**July 8, Friday**

Last day to remove grades of I, PR, or CR in the Graduate School. This does not apply to the PR/CR received on a previous thesis or dissertation enrollment.

**July 11, Monday**

Last day for student-initiated drop on MyTech without penalty (drop does not count against drop limit).

Last day to drop a course and receive a refund. Does not apply to students who drop to 0 hours.

**July 12, Tuesday**

Student-initiated drop made on or after this date counts against drop limit.

**July 20, Wednesday**

4:30 p.m., final cancellation. Students who are not enrolled in a payment plan or have not paid 100% of mandatory tuition and fees will have credit hours removed from their course(s) and will remain financially responsible for their charges in full. Late Cancellation fees will be assessed and will be subject to collections.

**July 22, Friday**

Last day to declare pass/fail intentions.

**July 26, Tuesday**

Last day for student-initiated drop on MyTech with penalty (counts against drop limit) and/or transfer between colleges.

**July 27, Wednesday**

Last day for graduate degree candidates to submit to the Graduate School final corrected PDF copy of thesis/dissertation.

**August 1, Monday**

Last day to withdraw from the university.

Last day for undergraduate degree candidates to remove grades of I and PR and to complete final exams in correspondence courses.

Applicable Payment Plan due date – Required payment must be received by the due date or the account will incur late fees.

**August 3, Wednesday**

Last day of classes.

**August 4 – 5, Thursday – Friday**

Final examinations for second term.

**August 5, Friday**

Second summer term ends.

**August 6, Saturday**

Commencement.

Last meal (breakfast) served in residence halls.

Students without room reservations for fall 2011 must vacate residence hall rooms by 10 a.m.

**August 10, Wednesday**

5 p.m., final grade rolls due in the Registrar's Office.



# Texas Tech University Operating Policy and Procedure

## OP 34.01: Undergraduate Admissions

**DATE:** March 1, 2010

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to clarify policies concerning student admissions.

**REVIEW:** This OP will be reviewed in March of each even-numbered year by the senior associate vice president for enrollment management & student affairs (SAVPEMSA) and the senior vice provost (SVP) and approved by the senior vice president for enrollment management & student affairs (SVPPEMSA) and the provost & senior vice president for academic affairs (PSVPAA).

### POLICY/PROCEDURE

- Applicants may be considered for admission to the undergraduate divisions of Texas Tech University by graduation from an accredited high school, by transfer from an accredited college, and/or by entrance examination. The completed application, test scores, and other applicable qualifying factors constitute the basis upon which eligibility is considered. Students who meet the stated requirements may reasonably expect to be admitted. However, additional factors may be considered in determining the applicant's admission. The admission of some applicants may be deferred in order to insure sufficient resources to effectively serve all enrolled students.
- As a state-supported institution, Texas Tech University recognizes its responsibility to provide excellent educational opportunities for its residents. Since experience indicates that prospective students with poor academic records have little chance of successfully completing degrees at Texas Tech University, class rank in high school and scores obtained from the SAT I and the American College Test (ACT) are used to help predict potential academic performance. Each undergraduate applicant is required to submit the Texas Common Application form available online or furnished by Undergraduate Admissions and an official high school transcript that includes the applicant's rank in the high school graduating class. Students must have graduated with a Texas Recommended High School Program or its equivalent. Official scores on the SAT I or ACT are also required.

In addition, applicants must provide information on the application form regarding high school course work, honors or advanced placement, extracurricular activities, leadership experiences, proposed field of study, civic or other service activities, and any other information they wish to provide such as socioeconomic background, family educational background, bilingual proficiency, diversity of experiences,<sup>1</sup> and other information that may be beneficial to the Admissions Committee. Applicants who do not meet the assured admission criteria will have their records reviewed in order to assess the impact of these other factors on their potential for success. **3. Assured Admission**

<sup>1</sup> Diversity of experiences may include, but will not be limited to, study abroad, knowledge of other cultures, proficiency in other languages, race/ethnicity, and experience with college preparatory programs.

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Students who graduate from an accredited high school with required course work will be assured admission if they present the combination rank in class and minimum test scores indicated below.

High School Class Rank	Minimum Test Scores for Assured Admission	
	ACT	SAT I
Top Ten Percent	No Minimum	
First Quarter (other than top 10%)	25	1140
Second Quarter	28	1230
Lower Half	29	1270

Assured admission will be granted all students who hold scholarships awarded by an official Texas Tech University scholarship committee.

4. Admission Review of Freshman Applicants

Applicants who do not meet the assured admission criteria will have their records reviewed in order to evaluate other factors that could predict success at Texas Tech University. A committee will review applicants individually in a holistic manner. Additional information included on the application such as diversity of experiences, extracurricular activities, employment, leadership, and special talents or awards will be considered for the purpose of identifying those students who can be successful and graduate from the university.

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In order to insure that Texas Tech University may adequately serve the number of students admitted, some students considered for admission by review may be notified that the decision regarding their admission for the Fall Semester has been deferred until no later than May 1.

5. Admission to a College Major

All new students will be admitted to the university and then to a college and major. A college or major may have admission requirements in addition to the university requirements. These requirements must be approved by the SVPEMSA. Any changes should be approved in time to meet section §54.822(d) of state statute that requires admission policies to be published in the catalog and otherwise available to the public one year before any applications are reviewed under the new admission standards.

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When a college or major requests a change in their admission requirements, the request will be evaluated by a committee consisting of the senior associate vice president for enrollment management & student affairs, the managing director of Undergraduate Admissions, and the senior vice provost. The committee will make a recommendation to the SVPEMSA and PSVPAA.

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The request should include, but not be limited to:

- Justification for the request
- Impact on
  - Overall university enrollment
  - Other colleges/department
  - Diversity
- Accreditation issues

6. Special Admission

The president or her/his designee may waive the admission requirements for a limited number of applicants under unusual or special circumstances.

A student who has not graduated from high school and who has not attended college may be considered for admission by [Texas Tech University](#). Specific terms of this policy are established and revised periodically by the Texas Tech [University](#) administration.

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Admissions will consider applicants after the deadline and through the fourth class day when it has been determined to be in the best interest of the university. These applicants must meet admission requirements unless they have been offered a [competition](#), scholarship by the university.

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7. **Admission of Transfer Students**

Transfer applicants may be admitted to the university in one of the following three ways.

- a. Transfer of 24 or more hours from an accredited institution with a minimum grade point average of 2.25 and eligibility to return to the institution most recently attended.
- b. Transfer of 12 to 23 hours, including at least 12 hours of required basic courses, from an accredited institution with a minimum grade point average of 2.50 and eligibility to return to the institution most recently attended.
- c. If transferring fewer than 12 hours, meet the same standards for admission as required of new freshmen entering from high school and have a minimum 2.00 cumulative grade point average in work completed and eligibility to return to the institution most recently attended.

8. **Admission Review of Transfer Applicants**

Transfer applicants who do not meet the admission GPA requirements but who have a minimum GPA of 2.0 on transferable coursework will have their records reviewed in order to evaluate other factors that could predict success at Texas Tech [University](#). [A committee will review applicants holistically](#). Academic information such as the types of courses taken and the pattern of progress, as well as course work taken leading toward major, the student-submitted essay explaining her/his decision to transfer to Texas Tech [University](#), reasons for past academic performance and plans to ensure future academic success, and extracurricular activities or employment information will be used to evaluate the applicant.

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9. **Admission of International Students**

- a. Graduates of foreign secondary schools who have completed the equivalent of at least an American high school diploma may apply for admission to Texas Tech [University](#) by writing to [Undergraduate](#) Admissions.
- b. Applicants with foreign academic credentials must provide academic records in the original language with a certified English translation. Applicants who have attended school outside the United States must provide official results of secondary external examinations (e.g., GCE "Ordinary" level exams) on examination board letterhead, certificates of completion of a state secondary school examination, and official transcripts from any university-level studies already completed in the United States or elsewhere. Failure to provide complete information regarding post-secondary level study could result in cancellation of admission. Students who

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have completed secondary school in the United States also must take and submit scores from the SAT I or ACT.

- c. Students whose native language is not English also must present a score of at least 550 (paper exam) or 213 (computer exam) on the *Test of English as a Foreign Language* (TOEFL). The TOEFL requirement may be waived if the student has attended a U.S. high school or college for at least two years or if the student is a citizen in a country where English is the native language. Countries considered by Texas Tech University to have English as the native language include: Australia, Canada (except the Province of Quebec), Commonwealth Caribbean countries (Anguilla, Antigua, the Bahamas, Barbados, Belize, British Virgin Islands, Bermuda, Cayman Islands, Dominica, Grenada, Guyana, Jamaica, Montserrat, St. Kitts and Nevis, St. Lucia, St. Vincent, Trinidad and Tobago, and Turks and Caicos Islands), Ireland, Liberia, New Zealand, United Kingdom (England, Northern Ireland, Scotland, Wales), and the United States. Information concerning the TOEFL may be obtained from Educational Testing Service, P.O. Box 899, Princeton, New Jersey 08540, U.S.A.
- d. Conditional admission for international students may be considered for undergraduate students sponsored by a known and responsible organization, institution, corporation, or government, who would be eligible for admission to Texas Tech University, except for a deficiency in English language skills as determined in paragraph c. above. Applicants for conditional admissions must be reviewed and approved by the Office of International Affairs, and will then be admitted into the University College, Bachelor of General Studies program. While in this status, students will be enrolled in a recognized and accredited Intensive English Program. Upon successful completion of the Intensive English Program and meeting the language requirements for admission to the specific program for which they are applying, students may then transfer from University College into the appropriate department and college at Texas Tech University.
- d. International students not living in the United States are encouraged to apply a year in advance. International students are required to verify their ability to support themselves financially.
- e. A nonrefundable international student application fee is required. An International Money Order or U.S. Postal Money Order for the fee must accompany the international student application. Students with permanent resident status may use the regular application and are required to pay the undergraduate application fee.

**10. Admission of Students with Competition Scholarships**

- a. A competition scholarship is defined as an award granted by a college or department that is based upon non-academic performance criteria as determined by the awarding college or department. Examples include, but are not limited to, the following:
  1. Performing Arts
  2. Athletics
  3. Agricultural Competition
- b. Undergraduate Admissions will request a list of students who have been awarded a competition scholarship from colleges and departments of the university, and enroll these students as special admissions in accordance with the official university catalog and schedule.
- c. Colleges and/or departments must send Undergraduate Admissions documentation of students who receive competition scholarships by the priority processing date of May 15 for the fall semester and October 15 for the spring semester. This documentation must indicate the scholarship amount(s) awarded to each student.

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- d. Any competition scholarship awards made after the above dates must have Dean (or equivalent) approval prior to Undergraduate Admissions beginning special admission procedures.

**11. Provisional Admission**

- a. Freshman applicants not admitted through the university's standard admission and review process may be considered for admission through the provisional admission program.
- b. Students may satisfy their provisional admission requirement in one of two ways:
1. Apply and be accepted to the Tech Transfer Acceleration Program (TTAP), a partnership with South Plains College where students enroll for 12 credit hours plus a one credit hour transfer seminar at Texas Tech University. The South Plains College courses are taught on the Texas Tech University campus. At the conclusion of the first semester in the program, students who have successfully completed all 13 credit hours with a cumulative 2.5 or higher grade point average will be fully admitted to Texas Tech University.
  2. Participate in the Summer Gateway Program by enrolling in and completing six hours of transferable coursework with a minimum 2.5 GPA at one of the community college partners of Texas Tech University. Following successful completion of the requirements, a student will be admitted to Texas Tech University.

**12. Non-degree Seeking Student**

A student who already has been awarded a Bachelor's degree and does not want to obtain another undergraduate degree may apply for admission as a Non-degree Seeking Student. If previously enrolled at Texas Tech University, the student will need to complete the Returning Student Application. Non-degree seeking students are not eligible to receive financial aid.

**13. Visiting Student**

A student who attends another college or university as a full time student in good standing and who intends to return to that college may attend Texas Tech University for one semester as a Visiting Student. Visiting Students should complete the Visiting Student Application. Visiting students will be admitted to the University College. Availability of courses is not guaranteed and some courses are restricted to only degree seeking students.

**14. Readmission of Former Students**

Students who were previously enrolled at Texas Tech University will find application materials and deadlines at [www.gototexastech.com](http://www.gototexastech.com). Official transcripts from all institutions attended subsequent to Texas Tech University enrollment must be submitted prior to the application deadline. Students who were on probation, suspension, or second/subsequent suspension and are returning to Texas Tech University should refer to the admission criteria under "Scholastic Probation and Suspension" listed in the Undergraduate Academics section of the Texas Tech University Catalog. Students who left Texas Tech University in good standing must have a 2.0 GPA on work taken since leaving Texas Tech University.

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