

COURSE DEVELOPMENT WORKFLOW

FOR NEW COURSES AND CHANGES TO EXISTING COURSES
(INCLUDING CORE COURSES)



OFFICE OF THE
PROVOST
TEXAS TECH

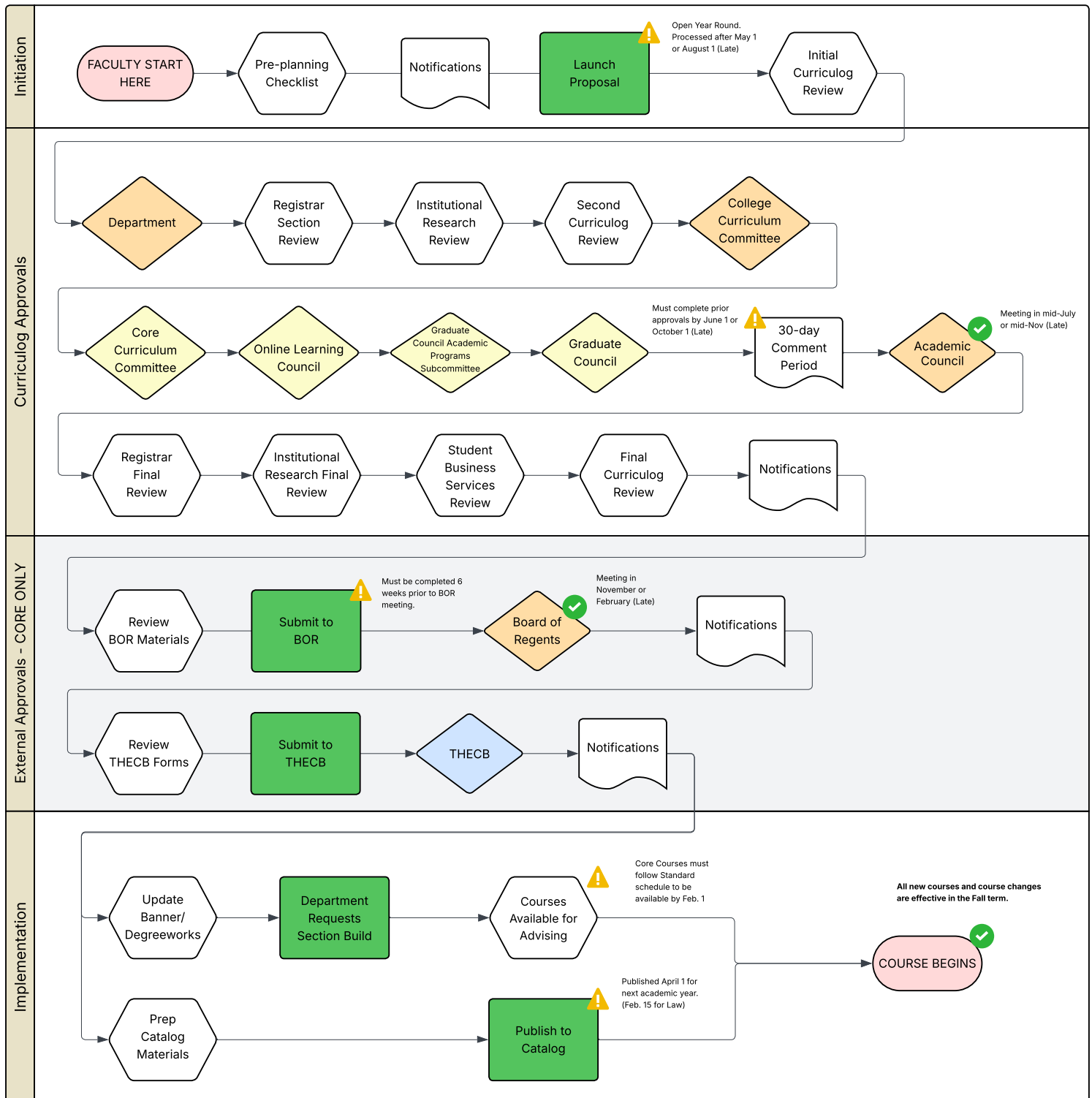


Diagram key

- Begin/End
- Preparation
- Notifications
- Submission
- Required Decision
- Optional Decision
- Approval as Needed

NOTES AND CONSIDERATIONS

Pre-Planning Meetings – Depending on the type of change, additional discussions may be needed at the department or college level before submitting a proposal. Meetings are strongly recommended for new or changes to Core Courses. Also consider whether the proposed course affects other departments, services, or systems, and consult with relevant stakeholders as needed before submitting a proposal.

Notifications – Required notifications for each step vary depending on proposal details. See the *Academic Program & Course Notification* list for details.

Deadlines – All new courses and course changes are implemented in the Fall term to align with the catalog, which takes effect each Fall for the following academic year. Courses approved on the Standard timeline will be available for advising and advance registration beginning in February. Core courses must follow the Standard timeline to ensure inclusion in registration and advising materials. Refer to the *Academic Program & Course Development Schedule* for deadline details.

Decisions and Approvals – Optional decisions and approval as needed are based on level, modality and other course factors. Refer to the *Academic Program & Course Changes Approval Matrix* or consult with the Office of the Provost to discuss required steps.

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