

Course Changes: Policy and Timeline

For one or more of the following*, use the *Course Approval Form (CAF)* found at: http://www.depts.ttu.edu/officialpublications/pdfs/Course_Form.pdf

- Request a new course
- Delete a course
- Change the title of a course
- Change the number of a course
- Change a course's type (ex: lecture to lab)

For one or more of the following, the Department Chairperson must submit a *Change Request (CR)* on the Office of the Registrar website

<http://www.depts.ttu.edu/registrar/private/CrsInventory/default.aspx>

- Change the catalog description of a non-core curriculum/non-multicultural course
- Change the required pre/co-requisites or restrictions for a non-core curriculum/non-multicultural course

*Proposals for new and changes to existing CORE CURRICULUM and MULTICULTURAL courses follow a different timeline than proposals for new and changes to existing NON-CORE and NON-MULTICULTURAL courses. See the Core Curriculum webpage for more details: www.depts.ttu.edu/provost/newcore/

Timeline for Course Changes

Non-core curriculum and non-Multicultural course changes may be requested at any time. See the *Course Change Timeline* for information on when approved changes will be implemented. *Exceptions must be approved by the Vice Provost for Academic Affairs*