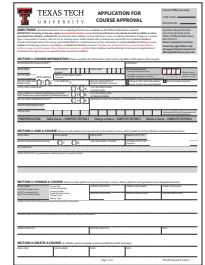




Purpose: The course approval form is used to add a course to the Texas Tech University course inventory, as well as for the purpose of deleting a course or making substantive changes to a course (altering the activity type, course prefix, course number, credit/contact hours, or title). For changes to course descriptions, please email the request to officialpublications@ttu.edu. For changes to the status of a course (e.g. making a course cross-listed or tandem, adding a distance component, changing a course's variable hours, etc.), please email the request to both Official Publications and the Registrar's Office. Changes to course prerequisites can be made by contacting Bobbie Brown, TTU Registrar. ADIA course fee information should be updated by contacting Student Business Services.



Once the course approval form has been signed and submitted, graduate courses applications will be forwarded to the Graduate Council for approval. All courses (graduate and undergraduate) will be submitted to Academic Council for final approval. The deadline for course approval form submission for undergraduate courses is noon on the Friday before the Academic Council meeting (which is normally the third Tuesday of each month); the deadline for course approval form submission for graduate courses is the first Tuesday of each month.

Section 1: This section must be filled out for ALL actions (adding, changing, and deleting a course). Required fields are marked with an asterisk. Cross-listed courses are single courses taught under two course prefixes and typically offered by different departments (e.g. SOC 2331 and WS 2331). Tandem courses are single courses that include both undergraduate and graduate components. Note that tandem courses require additional documentation and justification on page 2.

SECTION 1: COURSE INFORMATION (Please complete ALL information in this section, regardless of the nature of the request.)			
COLLEGE REQUESTING COURSE APPROVAL*		DEPARTMENT*	
COURSE PREFIX*	COURSE NUMBER* (proposed)	COURSE HOURS*	NOTE REGARDING HOURS: First digit is credit hours for course. Second digit is contact hours for lecture, seminar, etc. Third digit is contact hours for credit lab. Fourth digit is contact hours for non-credit lab. *Either the second or third digit will always be zero, e.g.: 3-3-0, 3-2-2, or 1-2-2
EFFECTIVE TERM* (list term to be taught if new)	2015 Spring	PREVIOUS COURSE PREFIX/NUMBER (if applicable)	
DOES THIS COURSE HAVE VARIABLE HOURS?	<input type="radio"/> Y <input type="radio"/> N	IF YES, HOURS ARE: V - -	DOES THIS COURSE CONTAIN A DISTANCE COMPONENT (check one)*
IS THIS A CROSS-LISTED COURSE*	<input type="radio"/> Y <input type="radio"/> N	IF YES, WITH WHICH COURSE IS IT CROSS-LISTED?	<input type="checkbox"/> Between 85-100% online (fully distance) <input type="checkbox"/> Between 50-84% online (hybrid/blended)
IS THIS A TANDEM (I.E. GRADUATE/UNDERGRADUATE) COURSE* (NOTE: Tandem courses require completion of justification on page 2)	<input type="radio"/> Y <input type="radio"/> N	IF YES, WITH WHICH COURSE IS IT TAUGHT IN TANDEM?	<input type="checkbox"/> No distance/online component
DOES THIS COURSE COVER MULTIPLE TOPICS*	<input type="radio"/> Y <input type="radio"/> N	SHORTENED TITLE FOR CLASS SCHEDULE LISTING IN BANNER* (30 characters max; include spaces but omit punctuation)	
PROPOSED THECB FUNDING LEVEL*			
TEXAS CIP CODE*	To determine the CIP code for a new course, visit: www.tim.ttu.edu/CoursesInventory.php		
PROPOSED ACTION: Add a Course – COMPLETE SECTION 2 Change a Course – COMPLETE SECTION 3 Delete a Course – COMPLETE SECTION 4			

Click on proposed action links to automatically proceed to next section of form.

Section 2: Complete this section if **adding a course**. Note that fields for course prefix, number, and hours will auto-populate from data entered in Section 1 once the user tabs into those fields.

SECTION 2: ADD A COURSE (Please include syllabus of proposed course; for tandem courses, attach syllabi for both graduate and undergraduate levels.)			
COURSE PREFIX	COURSE NUMBER	COURSE HOURS	PRIMARY ACTIVITY TYPE
MAY THIS COURSE BE REPEATED FOR CREDIT?	<input type="radio"/> Y <input type="radio"/> N	TOTAL CREDIT HOURS IF REPEATED	SECONDARY ACTIVITY TYPE (if applicable)
FULL COURSE TITLE			
COURSE DESCRIPTION (25 words maximum, including Prerequisite and Corequisite listings)			

New courses will also require completion of the resource justification information on page 2 of the form. Note: Syllabus MUST be attached to the form prior to the application of the initial electronic signature on page 2; once any signature field has been signed, the form may not be modified.

Section 3: Complete this section if **changing any element of a course**. To select multiple elements to be changed, control-click [PC] or command-click [Mac]. Note that fields for current course prefix, number, and hours will auto populate from information entered in Section 1 once the user tabs into these fields.

SECTION 3: CHANGE A COURSE (Please include syllabus of course; for tandem courses, attach syllabi for both graduate and undergraduate levels.)				
TYPE OF CHANGE (select all that apply; control-click [PC] or command-click [Mac] to select multiple items)	Course Title	CURRENT COURSE PREFIX	CURRENT COURSE NUMBER	CURRENT COURSE HOURS
	Course Description	PROPOSED COURSE PREFIX	PROPOSED COURSE NUMBER	PROPOSED COURSE HOURS
COURSE DESCRIPTION (include Prerequisite and Corequisite information)				
PROPOSED COURSE DESCRIPTION (25 words maximum; include Prerequisite and Corequisite information)				
CURRENT COURSE TITLE	PROPOSED COURSE TITLE	NOTES		

To change a course activity type (e.g. from lecture to seminar), please mark the change in the NOTES field.

Section 4: Complete this section when **deleting an existing course**. Note that fields for current course prefix, number, and hours will auto populate from information entered in Section 1 once the user tabs into these fields.

SECTION 4: DELETE A COURSE <small>(In addition, please complete academic justification field next page.)</small>			
COURSE PREFIX	COURSE NUMBER	HOURS	NOTES

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Academic Justification: Provide a thorough justification for why the course is being added, changed, or deleted. For new courses, include information on why the course is necessary and what needs it meets.

ACADEMIC JUSTIFICATION <small>(Required for course additions, changes, and deletions.)</small>
EXAMPLE

Resource Justification: Complete this field if a new course or a modification to an existing course will require additional resources (i.e. faculty/staff, classroom space, lab space, etc.).

RESOURCE JUSTIFICATION <small>(Required for course additions <u>and</u> changes)</small>
EXAMPLE

Tandem Course Justification: Complete this field if a course has been indicated as tandem in Section 1. An explanation of how the graduate portion of the course is progressively more advanced than the undergraduate portion is required. Note: Syllabi for BOTH classes should be attached to the form; syllabi MUST be attached prior to application of initial signature.

TANDEM COURSE JUSTIFICATION <small>(Please explain how the graduate course requirements are progressively more advanced than those for the undergraduate course. Include syllabi for both courses when submitting form.)</small>
EXAMPLE

Approvals: Electronic signatures are required at both the departmental and college dean level. When a departmental-level electronic signature is applied, the document will automatically SAVE AS a new file. Forward the new, signed file for additional approval. Once a dean- or college-level signature has been applied, a SUBMIT button will appear. Clicking on that button will email the final form to Official Publications for processing.

APPROVALS <small>(NOTE: Once document is signed it will automatically Save As a new file, so signature should be applied as final step.)</small>	
DEPARTMENT FACULTY REPRESENTATIVE	GRADUATE SCHOOL REPRESENTATIVE
COLLEGE FACULTY REPRESENTATIVE	VICE PROVOST
ADDITIONAL CONTACT PERSONS	NOTES OR ADDITIONAL INFORMATION REGARDING COURSE

For best results, use Adobe Acrobat Professional (available as a free download at eraider.ttu.edu with your eRaider account) or Adobe Reader XI.