

Steps for Submitting Course Approval Forms

To create a new course, make changes to an existing course (title, course number, credit hours, etc.), or to remove a course from the curriculum, certain procedures must be followed. Below are steps which must be employed to ensure prompt evaluation of a new course, to make changes to an existing course, or to remove a course from the curriculum.

1. 'Application for Course Approval' forms are required to change or create courses. The Undergraduate Form (one page) is slightly different than the Graduate Form (two pages). Forms may be downloaded as PDF or Excel files at <http://www.irim.ttu.edu/>. Click on "Course Inventory" and then select either the Undergraduate form or the Graduate form. Because it is easier to save changes in Excel, it is suggested the Excel format be used. Additional information is available at the above website if the 'Course Approval Quick Reference' link is selected.

Steps for filling out the 'APPLICATION FOR COURSE APPROVAL' form.

2. Please use the following steps to fill out the 'ALL' section. The 'ALL' section must be completed for a new course (ADD), to make changes to an existing course (CHANGE), or to remove a course from our curriculum (DELETE).
 - A. College: CASNR
 - B. Department: PSS
 - C. Proposed level: 1 = freshman, 2 = sophomore, 3 = junior, 4 = senior, 5 = masters student only, 6 = masters or PhD student, 7 = law school
 - D. Texas CIP Code: obtain this from Ramona Johnson in the CASNR's Deans office (742-2808)
 - E. Proposed course prefix: PSS
 - F. Number: First box (1 = freshman, 2 = sophomore, 3 = junior, 4 = senior, etc.), Second box (number of credits for class, 0 indicates variable credit hours), Third and Fourth boxes (department course number). For example, PSS 1411 is a freshman level class (first box or number), is taken for 4 credits (second box or number), and has a PSS class code of 11 (third and fourth boxes or numbers). Traditionally, in PSS class codes of 01 to 10 are entomology courses, 11 to 20 are horticulture courses, and 21 to 30 are crops and soils courses.
 - G. Hours: First box is total course hours, second box is lecture hours each week, and third box is lab or discussion hours each week. For example, PSS 1411 has 4 total credit hours (box 1), 3 lecture hours each week (box 2), and 2 lab hours each week (box 3).
 - H. Enter the first term and year a proposed new course will be taught.
 - I. Check the multiple course listing box if this course is currently, or will be listed in several departments.
 - J. Write in the previous course number and prefix if a change is being made to an existing course.
 - K. Write in a shortened title of the course. For example, Principles of Horticulture would be shortened to Principles of Hort.
3. The 'ADD' section must be completed for a new course.
 - A. Prefix: PSS
 - B. Number: Same numbers from 'ALL' section

C. Hours: First box (CHR) = total credit hours, second box (LEC) = lecture hours each week, third box (LAB) = lab or discussion hours each week. For example, PSS 1411 is a 4 credit course (first box), has 3 lecture hours each week (second box), and 2 lab hours each week (third box).

D. Variable credit?: enter 'Yes' if the new course will be a variable credit course (topics, internship, etc.).

E. Activity Type: select each box which describes learning activities for the proposed course.

F. May repeat this course?: select 'Yes' or 'No' if course can be repeated for credit.

G. Maximum credit hours if repeated: enter the total number of credit hours a student can receive for this class. For example, during their academic career a Horticulture student may take Internship for up to 6 credit hours.

H. Dual listed course: select 'Yes' or 'No'.

I. If so, with what course is it cross listed?: if the course is dual listed ('Yes' for question 'I', enter the cross listed course prefix and number.

J. Exclude Repeat Rules: select 'Yes' or 'No'. Some courses (Internship, Problems, Thesis, etc.) may be taken more than once

K. Course Title: enter the full name of the course

L. Catalog Description: include 'prerequisite' or 'instructor approval' information. This description must be brief (25 words or less).

4. The 'CHANGE' section must be completed for any changes made to an existing course.

A. Use information given from the 'ALL' section and information for desired changes to the existing course.

5. The 'DELETE' section must be completed to remove a course from the curriculum.

A. Use information given from the 'ALL' section

6. The 'JUSTIFICATION' section must be filled out for each ADDED, CHANGED, or DELETED course.

A. For a graduate course, the 'Application for Course Approval' form has 2 pages. The second page asks for ACADEMIC and RESOURCE JUSTIFICATION. A strong resource justification is required to receive approval from the Graduate School. A strong justification might be based on addition of new faculty, dropping an existing course and freeing-up available resources, offering the course in alternate years to fill faculty workload, etc.

B. For an undergraduate course, the JUSTIFICATION section must have convincing justification for a new course, a change in an existing course, or removing an existing course from the curriculum.

7. The 'APPROVALS' section must be filled out for each ADDED, CHANGED, or DELETED course.

A. Once the 'APPLICATION FOR COURSE APPROVAL' form is complete, send an electronic and a hard copy of the form and your syllabus to the PSS Curriculum Chair. Members of the PSS Department Curriculum Committee will review the application. After review, if changes are required the forms will be returned. Upon successful review of the forms by the Curriculum Committee, required Departmental signatures will be obtained by the Curriculum Chair. Forms will then be passed to the College Curriculum Committee.