



DIRECTIONS: (Detailed instructions for completing this form are available on the Official Publications website)
IMPORTANT: If viewing in browser, please **download form before using**. For best performance use Adobe Acrobat (available as a free download from eRaider), or Reader XI. Use this form when adding a course, deleting a course, or making substantive changes (i.e. activity type, course prefix or number, title, etc.) to an existing course. Fields marked with an asterisk are required to be completed. **Section 1** includes information about the course, and all fields **MUST** be completed prior to form submission. Complete **Section 2** if adding a course, **Section 3** if changing a course in any fashion, or **Section 4** if deleting a course. **Final approver should submit for processing by clicking button on page 2, which appears after college-level signature is applied.** (Note: Syllabus must be attached to form prior to application of initial electronic signature; once signed the form cannot be modified.)

Questions about this form should be directed to the Office of Official Publications, 806.742.3677.
Return completed and electronically signed form and all supporting documents to: officialpublications@ttu.edu.

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 noncredit discussion/lab Either the second or third digit will ALWAYS be zero, e.g.: 3:3:0:0, 3:2:0:2, or 1:0:2:0 Credit Hours Lect/Sem/Hrs Credit Lab Hrs Dis/Disc Hrs				
EFFECTIVE TERM* (first term to be taught if new)		PREVIOUS COURSE PREFIX/NUMBER (if applicable)			<input type="checkbox"/> Between 85-100% online (fully distance) <input type="checkbox"/> No distance/online component <input type="checkbox"/> Between 50-84% online (hybrid/blended)						
DOES THIS COURSE HAVE* VARIABLE HOURS Y N		IF YES, HOURS ARE: V ____ - ____			DOES THIS COURSE CONTAIN A DISTANCE COMPONENT (check one)*						
IS THIS A CROSS-LISTED COURSE:*		Y N			IF YES, WITH WHICH COURSE IS IT CROSS-LISTED						
IS THIS A TANDEM (I.E. GRADUATE/UNDERGRADUATE) COURSE* (NOTE: Tandem courses require completion of justification on page 2)		Y N			IF YES, WITH WHICH COURSE IS IT TAUGHT IN TANDEM						
DOES THIS COURSE COVER MULTIPLE TOPICS*		Y 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.irim.ttu.edu/CourseInventory.php						
PROPOSED ACTION: Add a Course – COMPLETE SECTION 2 Change a Course – COMPLETE SECTION 3 Delete a Course – COMPLETE SECTION 4											

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		Y N		TOTAL CREDIT HOURS IF REPEATED			SECONDARY ACTIVITY TYPE (if applicable)		
FULL COURSE TITLE									
COURSE DESCRIPTION (25 words maximum, excluding Prerequisite or Corequisite listings)									

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)		CURRENT COURSE PREFIX		CURRENT COURSE NUMBER		CURRENT COURSE HOURS	
		PROPOSED COURSE PREFIX		PROPOSED COURSE NUMBER		PROPOSED COURSE HOURS	
CURRENT 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	

SECTION 4: DELETE A COURSE (In addition, please complete academic justification field next page.)

COURSE PREFIX		COURSE NUMBER		HOURS		NOTES	

ACADEMIC JUSTIFICATION
(Required for course additions, changes, and deletions.)

RESOURCE JUSTIFICATION
(Required for course additions **and** changes)

TANDEM COURSE JUSTIFICATION

(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.)

APPROVALS (NOTE: Once document is signed it will automatically Save As a new file, so signature should be applied as final step.)

DEPARTMENT FACULTY REPRESENTATIVE	GRADUATE SCHOOL REPRESENTATIVE
COLLEGE FACULTY REPRESENTATIVE	VICE PROVOST
ADDITIONAL CONTACT PERSONS	NOTES OR ADDITIONAL INFORMATION REGARDING COURSE