

Undergraduate - TAMUG Curriculum Approval Processes – Guidelines and Workflow

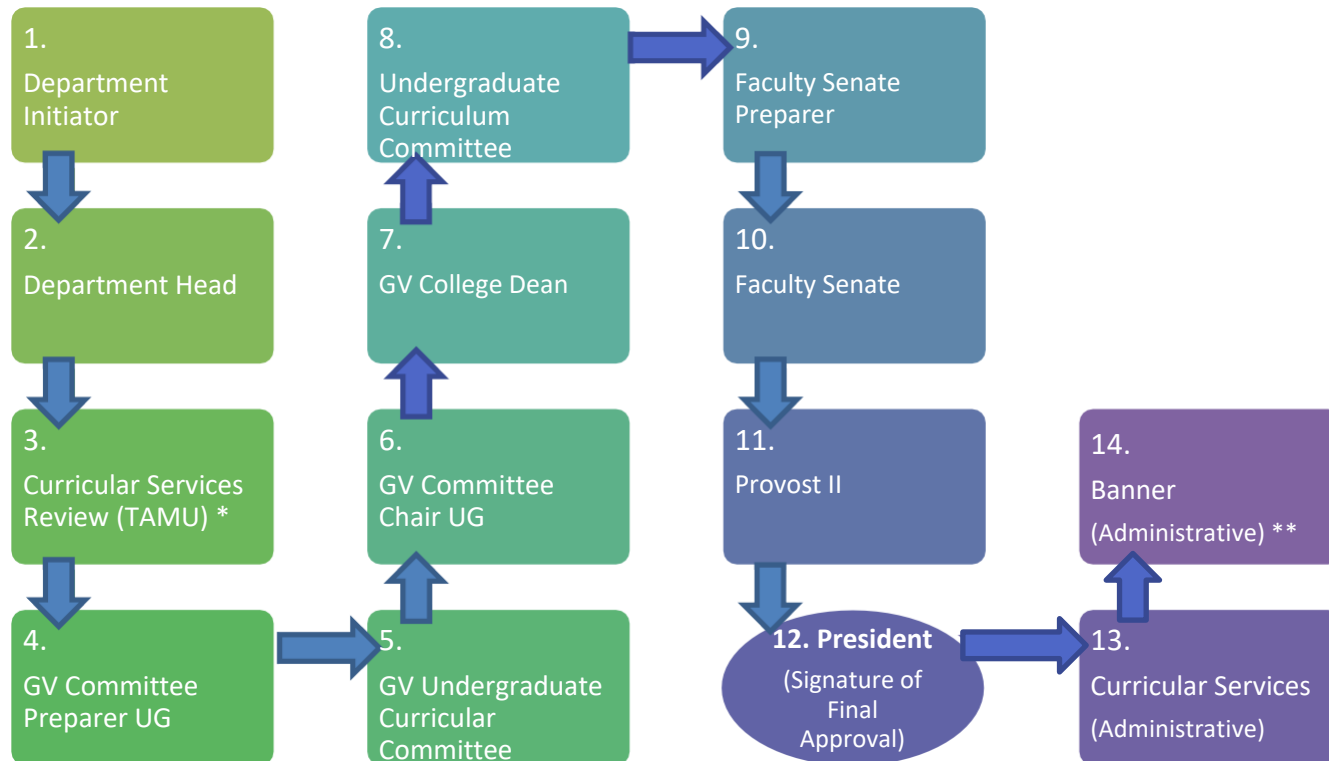
Undergraduate (UG) - Degree Programs, Minors, Courses, Options and Tracks

Any new curriculum, changes to curriculum, new courses, change in courses or withdrawal of courses for an upcoming academic year must be presented at the monthly Galveston Undergraduate Curriculum Committee (GV-UCC) by the fall prior to effectiveness. For example, a new course request to be offered during the 2019-2020 academic year must be in good order and fully approved by GV-UCC no later than the committee's October 2018 meeting.

1) UG Curricular Approval Request System (CARS) Workflow

CARS can be accessed through Howdy → Employee → CARS (link for [CARS Portal](#))

Departments are encouraged to check the progress of their items at any time in the CARS system.



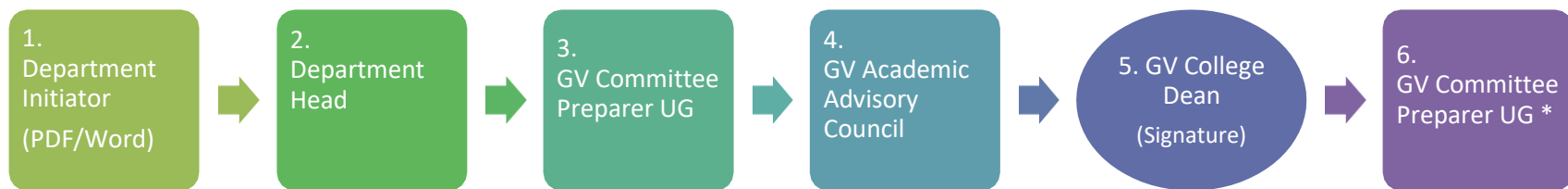
*All comments from Curricular Services must be addressed before Curricular Services will “approve” item and move it forward to GV Committee Preparer UG. Please allow at least ten days for step 3.

**GV Committee Preparer UG to e-mail Course/Program final PDF from CARS to: GV Committee Chair UG, Department Head, Department Administrative Support, TAMUG Records Office.

For more information, you may wish to visit <http://registrar.tamu.edu/Our-Services/Curricular-Services/Curricular-Approvals>.

2) UG Special Topics Requests (289/489 courses)

[Special Topics Form](#) (link for form) for existing inventoried Special Topics are required to be submitted to the GV-UCC, but do not utilize the electronic CARS process. Specific 289’s & 489’s may be offered up to 3 times. However, with the third submission, a New Course Request (using CARS) must also accompany the request if it is to be offered again moving forward. Note if the “shell” 289/489 course is not currently on TAMUG’s course inventory, the full curriculum approval process (CARS) noted under Item 1 (Curricular Approval Request System (CARS) Workflow) will apply.



*GV Committee Preparer UG to e-mail signed Special Topics Request Form and Syllabus to: GV Committee Chair UG, Department Head, Department Administrative Support, TAMUG Records Office. College Station does not need to be notified about these courses.

3) UG Existing TAMU Courses

Should an existing TAMU course need to be offered at Galveston, the Department must first secure written permission (letter of support) from the TAMU department that owns the course.

In CARS, proceed using the link for “Course Form”. Complete the form as needed. Attach the syllabus and letter of support. Once the SUBMIT button is pressed, contact the Department Head who owns the course in College Station to inform there is an item in CARS awaiting their approval.

Once the final step in the Workflow is completed in Banner, GV Committee Preparer UG will e-mail Course final PDF from CARS to: GV Committee Chair UG, Department Head, Department Administrative Support, TAMUG Records Office.

4) UG W & C Course Approval Process

Please see the [Undergraduate W & C Course Approval Process](#) on the Faculty Resources page for instructions.

Note: The GV Committee Preparer UG should be notified of W&C courses that are ready to submit to the GV College Dean UG for inclusion in GV-UCC Agenda.

5) Study Abroad

Please see the [Study Abroad Proposal Guidelines](#) on the Faculty Resources page for instructions.

Note: The GV Committee Preparer UG, should be notified of Study Abroad courses that are ready to submit to the GV College Dean UG for inclusion in GV-UCC Agenda.

6) Core Curriculum and ICD

Core Curriculum. For more information, please visit <http://registrar.tamu.edu/Our-Services/Curricular-Services/Curricular-Approvals/Core-Curriculum>

ICD – International and Cultural Diversity. For more information, please visit <http://registrar.tamu.edu/Our-Services/Curricular-Services/Curricular-Approvals/International-and-Cultural-Diversity>

Helpful Contacts:

GV Committee Preparer UG: Meredith Zalesak zalesakm@tamug.edu

GV Committee Chair UG: Dr. Donna Lang langd@tamug.edu

GV College Dean: Dr. Patrick Louchouart loup@tamug.edu

GV College Dean Executive Assistant: Cari Bishop-Smith bishopc@tamug.edu