

# Undergraduate - TAMUG Curriculum Approval Processes – Guidelines and Workflow

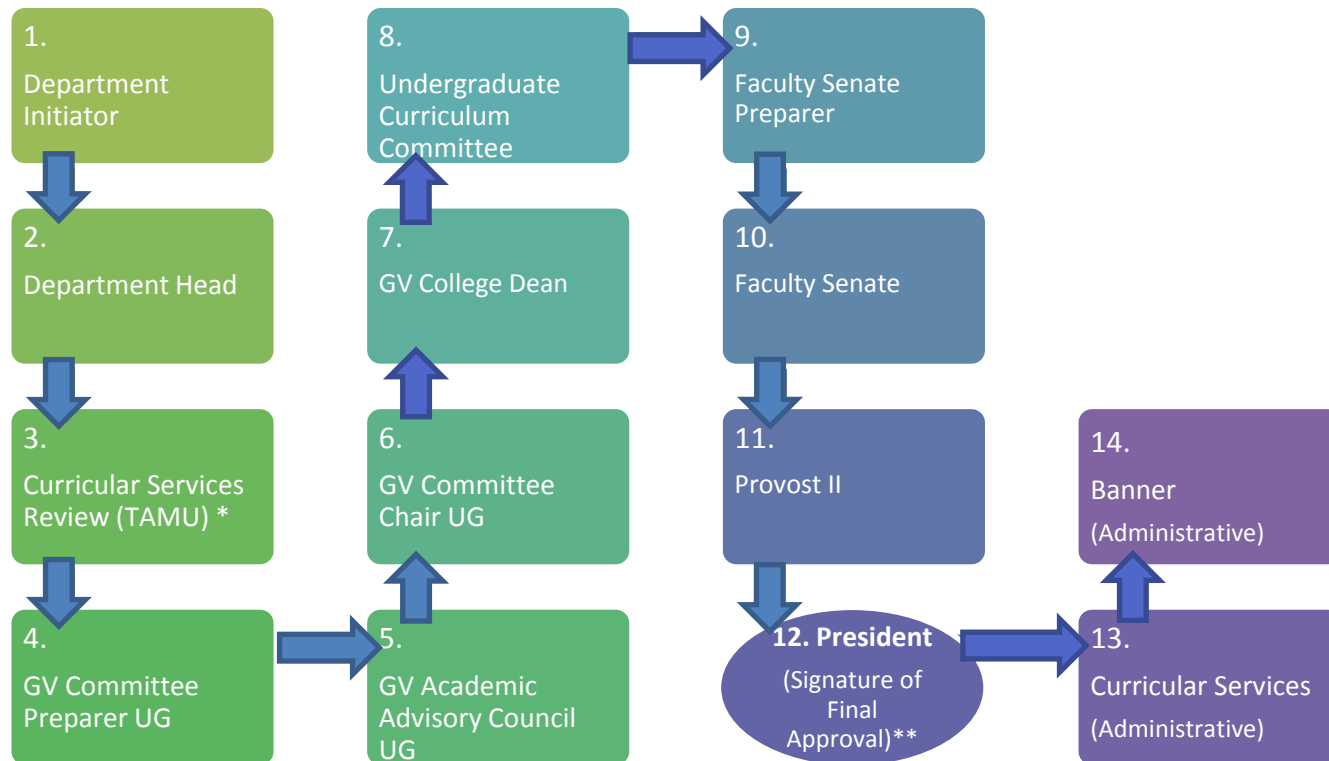
Undergraduate (UG) - Degree Programs, Minors, Courses, Options and Tracks

Any new curriculum, changes to curriculum, new courses, change in courses or withdrawal of courses for an upcoming academic year must be presented at TAMUG's UG Academic Advisory Council (AAC) by the fall prior to effectiveness. For example, a new course request to be offered during the 2018-2019 academic year must be in good order and fully approved by UG AAC no later than TAMUG's UG AAC October 2017 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.



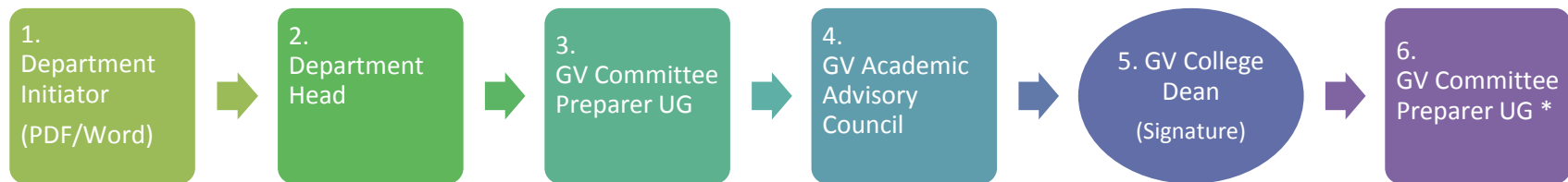
\*All comments from Curricular Services must be addressed before Curricular Services will “approve” item and move it forward to GV Committee Preparer UG. Please allow at least ten days for step 3.

\*\*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 AAC, 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) above may apply.

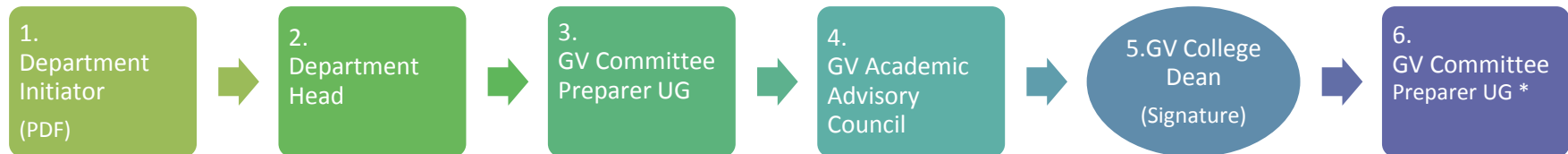


\*GV Committee Preparer UG to e-mail signed Special Topics Request Form and Syllabus to: GV Committee Chair UG, Department Head, Department Administrative Support, TAMUG Records Office. College Station does not need to be notified about these courses.

### 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.

A completed [New Course Form](#) (link to form) along with the syllabus and letter of support must then be submitted to the GV Committee Preparer to be added to the AAC Agenda.



\*The GV Committee Preparer UG will then e-mail: (1) the Syllabus and Letter of Support to Sandra Williams at TAMU Curricular Services and (2) New Course Form, Syllabus and Letter of Support to GV Committee Chair UG, Department Head, Department Administrative Support and TAMUG Records Office.

### 4) 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](mailto:zalesakm@tamug.edu)

GV Committee Chair UG: Dr. Donna Lang [langd@tamug.edu](mailto:langd@tamug.edu)

GV College Dean: Dr. Patrick Louchouart [loup@tamug.edu](mailto:loup@tamug.edu)

GV College Dean Executive Assistant: Cari Bishop-Smith [bishopc@tamug.edu](mailto:bishopc@tamug.edu)