

Undergraduate TAMUG Curriculum Approval Processes Guidelines and Workflow

This guide is for Undergraduate (UG) - Degree Programs, Minors, Courses, Distance Education, Education Abroad, Non-Traditional Formats, 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 2020-2021 academic year must be in good order and fully approved by GV-UCC no later than the committee's October 2019 meeting.

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 Louchouarn loup@tamug.edu

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

Helpful Links:

TAMUG Faculty Resources webpage <http://www.tamug.edu/AcademicAffairs/faculty/>

TAMU Office of the Registrar webpage <http://registrar.tamu.edu/>

TAMU Curricular Services webpage <http://registrar.tamu.edu/Our-Services/Curricular-Services>

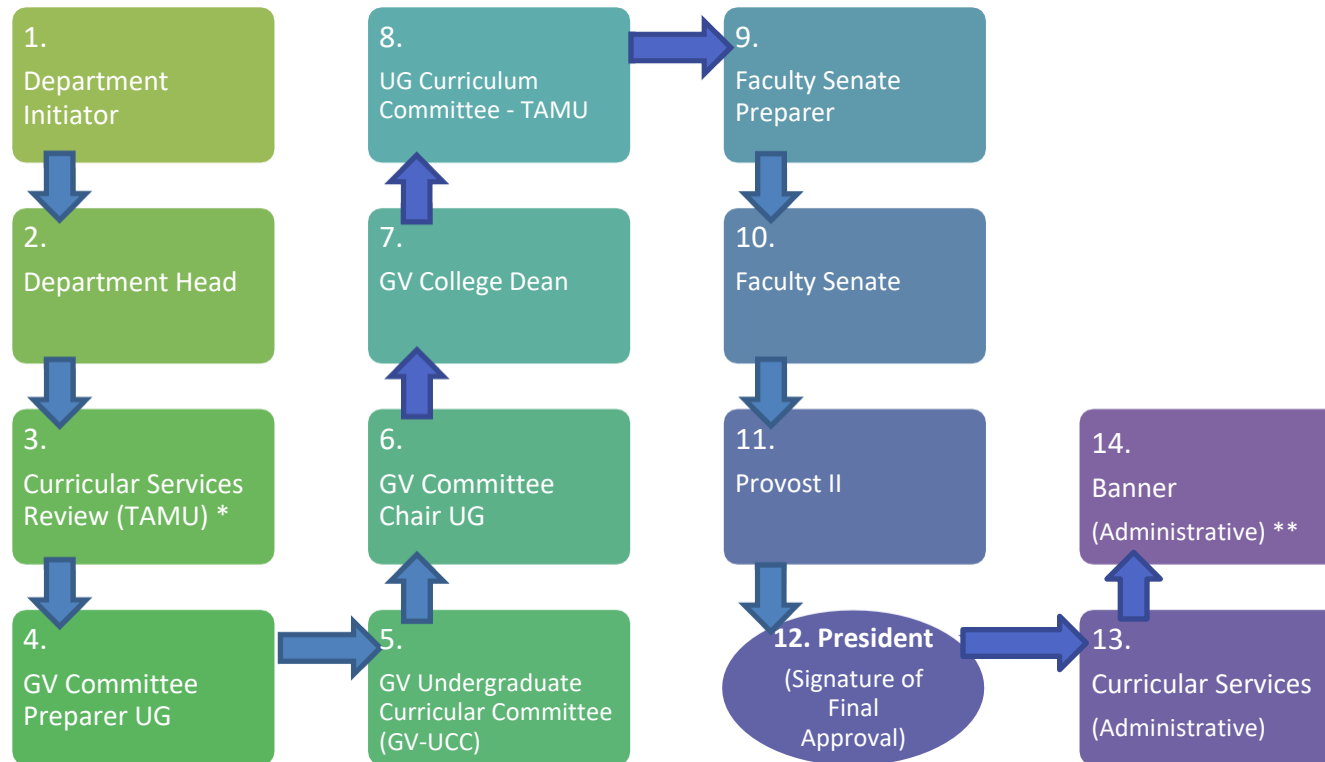
TAMU Academic Calendar <http://registrar.tamu.edu/Catalogs,-Policies-Procedures/Academic-Calendar>

TAMU Catalog <https://catalog.tamu.edu/>

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) “New Course” or “Changes in Course” Requests - a few explanations

Course description (used for catalog)

- No sentences; use phrases/fragments separated by semi-colons, commas to separate a series.
- Do not use the word “introduction” in the title or beginning of the course description for 300 and 400 level courses.

Prerequisites

- Prerequisites on course form must match syllabus and catalog.
- For 300 and 400 level courses, prerequisites must contain either a course prerequisite implying course is designated for upper division students or if no prerequisites, then junior or senior classification. Reference FS.16.166.

Cross-listed course (more than one department but at same level)

- Cross-listed courses must be exactly alike (except prefix and sometimes course number).
- Both departments must approve the course form.

Letters of Support

- Include if course appears to duplicate another department’s course offering, or if adding/dropping another department’s course in prerequisites.

Additional Information

- If Effective Term desired is not listed as a choice under “Effective Term” section, use this space to mention date requested (ex. Requesting change effect fall 2021).

3) Non Traditionally Delivered Courses – These courses require Non-Traditional Formal Approval designation (NTFA)

Shortened Courses (mini-mesters)

- The Texas A&M System policy for shortened courses is available at <http://policies.tamus.edu/11-03.pdf>. Contact requirements for shortened courses are consistent with full term courses, with the additional consideration described in 1.1.2.
- Shortened courses must meet during the course of one week for each credit hour awarded (i.e., touch at least one calendar week for each credit hour). Requests for shortened course sections that do not meet this requirement will not be processed.
- Courses delivered with dates deviating from standard semester or summer session dates must be approved for non-traditional delivery. Non-traditional delivery approval may be requested through the Curricular Approval Request System (CARS) for new and existing courses.

Online and Hybrid Courses

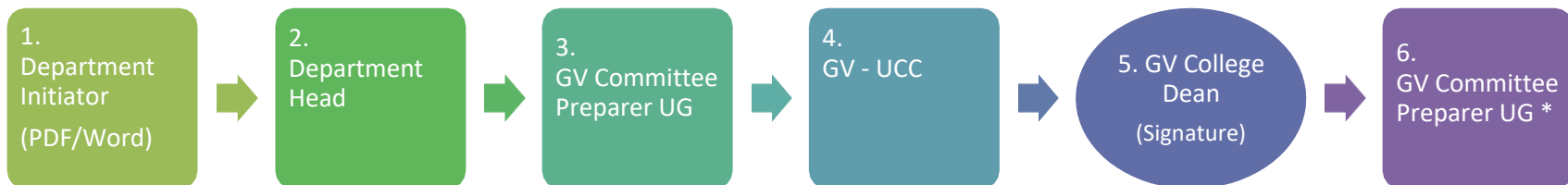
- Online and hybrid courses must meet the same contact hour requirement as traditionally delivered, face-to-face courses. The university rule pertaining to online and hybrid courses is available at <http://rules.tamu.edu/PDFs/11.03.99.M1.pdf>.
- Courses delivered via web-based or interactive video conference instructional methods must be approved for non-traditional delivery. Non-traditional delivery approval may be requested through the Curricular Approval Request System (CARS) for new and existing courses.

Syllabi for NTFA

- Both Traditional and Non-Traditional syllabi must be attached in CARS. Learning Outcomes must match.

4) 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.

5) UG Existing TAMU Courses to be taught at TAMUG

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”. On the left side of the screen, type in course prefix and number (Ex. ACCT 410). Once course is visible, on the right side of the screen, click the green “Edit Course” button. Make changes as needed. Be sure to upload the syllabus and attach letter of support. In the “Additional Information” section at the bottom of the form, summarize what request is for (Ex. Adding CHEM 466 to GV Inventory effective Spring 2020). 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.

6) 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.

7) Education Abroad (formerly Study Abroad)

Please see the [Education 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.

8) 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>