

## 03.02.99.R0.04 Academic Approval Procedures for Courses

Revised February 28, 2020

Next Scheduled Review: February 28, 2025



---

### Procedure Summary

---

East Texas A&M University (University) maintains approval processes for new program development, program delivery and curriculum changes. All actions are to be in accordance with approval by the appropriate university bodies, The Texas A&M University System, the Texas Higher Education Coordinating Board (THECB), and the Southern Association of Colleges and Schools of the Commission of Colleges (SACSCOC).

This procedure describes the university's institution-wide processes for modifications in courses. These modifications also include adding and discontinuing courses. It establishes the processes that must be followed in order to be within the guidelines and standards set by the University and in some cases external bodies. This procedure has two internal processes, one at the expedited level and the other at a non-expedited level. For changes or new program proposals, see University Procedure *03.02.99.R0.01 Academic Approval Procedure for Programs*.

The University maintains an online electronic approval process that will mirror this process. Electronic signatures will be utilized in the system with the exception of the wet signatures required by external entities described in this procedure.

---

### Procedures and Responsibilities

---

#### 1 GENERAL

- 1.1 The faculty, with support of the administration, is responsible for the development, implementation and monitoring of academic courses. In developing academic courses and making changes to the curriculum, the University will follow standards of good practice and the guidelines established by this procedure, the A&M System, THECB and SACSCOC. The University will avoid the unwarranted proliferation of course offerings.

The role of each body in this process is as follows:

- 1.1.1 Department Curriculum Committee is to review curriculum alignment, available prerequisites, course type, and delivery method. For new courses, or significantly changed courses, review student-learning outcomes. For courses offered in an online delivery mode, review for equivalency to traditionally delivered courses in terms of rigor and learning objectives.

- 1.1.2 Department Head is to review any impact on program credit hours, alignment with any specialized accreditation, implication of THECB and/or SACSCOC thresholds for review or notification, matching department mission, and capacity.
- 1.1.3 College Curriculum Committee reviews departmental process, assesses for college level duplication, and examines for clarity of proposal.
- 1.1.4 As applicable, the Educator Certification Committee ensures that changes comply with Texas Education Agency policy and Texas Administrative Code related to educator preparation and certification.
- 1.1.5 Dean of the college ensures the changes match the college academic mission and the college has the capacity for the change.
- 1.1.6 Provost/Deans' Council reviews the changes for an institutional impact and capacity perspective. This should also involve a review of the proposal in light of the academic mission and goals of the institution.
- 1.1.7 Institutional Effectiveness reviews for compliance with A&M System, THECB, and SACSCOC as applicable.
- 1.1.8 As applicable, Graduate Council reviews the proposal to ensure it aligns with current Graduate School procedures and to address the impact of graduate course changes on other affected departments, programs, and colleges and to resolve concerns as appropriate. This should also involve a review of the proposal in light of the academic mission and goals of the Graduate School.
- 1.1.9 As applicable, Academic Department Heads Council reviews the proposal to address the impact of undergraduate course changes on other affected departments, programs, and colleges and to resolve concerns as appropriate.
- 1.1.10 Faculty Senate ensures the entities involved have complied with this procedure.
- 1.2 All colleges must develop an approval process that, at a minimum, involves curriculum oversight by its Executive Council.
  - 1.2.1 Schools that report to a College Dean will follow the departmental process. Schools that report to the Provost will follow the departmental and college process combined in accordance with their school curriculum approval process.
- 1.3 This process will occur in the fall and spring semesters in accordance with the course approval calendar.

## 2 EXPEDITED INTERNAL APPROVAL PROCESS (See Appendix A)

### 2.1 Overview:

- 2.1.1 Changes eligible for expedited approval do not require Faculty Senate review.
- 2.1.2 Proposals are accepted anytime throughout the year.

- 2.1.3 Graduate Council must approve changes to graduate courses, and changes to undergraduate courses cross-listed with graduate courses.
- 2.1.4 Academic Department Heads Council must approve changes to undergraduate courses.
- 2.1.5 Each entity in the approval process may reject any or all of the proposal; send the proposal back for revision, clarification, or modification; or approve the proposal.
- 2.1.6 Changes are effective immediately upon required approval.
- 2.2 Types of requests eligible for expedited approval process (provided the modification does not impact a program in another college from the department submitting the request):
  - 2.2.1 Change in description of the course to update it with current practices or terminology.
  - 2.2.2 Change in course name based upon changes in current practices or terminology; course remains the same.
  - 2.2.3 Change in grading option.
  - 2.2.4 Change in course type (lecture, seminar, laboratory, etc.).
  - 2.2.5 Change in course prerequisites.
- 2.3 The expedited approval process:
  - 2.3.1 Department:
    - 2.3.1.1 The department faculty initiates the proposal.
    - 2.3.1.2 The Faculty Member completes the necessary electronic form for modification.
      - 2.3.1.2.1 If the electronic flow system indicates a program outside of the department's college utilizes the course, the change is not eligible for expedited review. Department must utilize the non-expedited approval process.
    - 2.3.1.3 Review the impact list (generated list of courses related to the course being changed in CourseLeaf) to verify that course changes do not impact a program in another college.
    - 2.3.1.4 Approved by Department Curriculum Committee.
    - 2.3.1.5 Approved by the Department Head and then moves to the college.
  - 2.3.2 College:

2.3.2.1 Submission to college approval process.

2.3.2.2 For undergraduate courses, approved by college, forward to Registrar and notify the department.

2.3.2.3 For graduate courses, approved by college, forward to Graduate Council for approval.

2.3.2.3.1 If approved, forward to Registrar and notify the college and department.

2.3.3 The expedited procedure varies depending upon the degree level, whether undergraduate or graduate.

### 3 NON-EXPEDITED INTERNAL APPROVAL PROCESS (See Appendix B)

#### 3.1 Overview:

3.1.1 See [Academic Calendars](#) for submission dates required for changes to take effect by the following fall semester.

3.1.2 These changes require department, college, Provost/Deans' Council, Institutional Effectiveness, and Faculty Senate approval.

3.1.3 Graduate Council must approve changes to graduate courses, and changes to undergraduate courses cross-listed with graduate courses.

3.1.4 Academic Department Heads Council must approve changes to undergraduate courses.

3.1.5 Each entity in the approval process may reject any or all of the proposal; send the proposal back for revision, clarification, or modification; or approve the proposal.

#### 3.2 Types of changes that fall under non-expedited process:

3.2.1 Course number changes outside the current level.

3.2.2 Course description changes reflecting a "rewrite" in the curriculum for the department and the major.

3.2.3 Change in course credit hours.

3.2.4 Change in course prefix (possibly due to department name change).

3.2.5 Dividing a course into two or more courses.

3.2.6 Combining two or more courses into one.

3.2.7 Deleting a course, if it has impact on other units outside the college.

- 3.2.8 Adding a new course.
- 3.2.9 Deleting a course.
- 3.2.10 Changing course delivery method.
- 3.2.11 Any course changes from outside the College of Education and Human Services that affects an educator certification program.
- 3.3 The non-expedited approval process:
  - 3.3.1 Department:
    - 3.3.1.1 The department faculty initiates the proposal.
    - 3.3.1.2 The Faculty Member completes the necessary electronic form for modification.
    - 3.3.1.3 Approved by Department Curriculum Committee.
    - 3.3.1.4 Approved by the Department Head and then moves to the college.
  - 3.3.2 College:
    - 3.3.2.1 Submission to college approval process.
    - 3.3.2.2 Affected units (departments, programs, colleges, and/or library) are notified of the change
      - 3.3.2.2.1 The Educator Certification Committee is notified of changes that impact an educator certification program.
    - 3.3.2.3 Approved by College Dean.
    - 3.3.2.4 Approved by Graduate Council (graduate level proposals only) and Academic Department Heads Council (undergraduate level proposals only).
  - 3.3.3 Provost/Deans' Council
  - 3.3.4 Institutional Effectiveness
  - 3.3.5 Faculty Senate
  - 3.3.6 Provost Office, Institutional Effectiveness, Registrar's Office, and affected College Dean(s) and Department Head(s) are notified of final decision (approval or rejection of request).

3.3.7 Institutional Effectiveness notifies A&M System and/or THECB as necessary according to A&M System regulations and THECB rules.

---

## **Related Statutes, Policies, or Requirements**

---

University Procedure [03.02.99.R0.01 Academic Approval Procedure for Programs](#)

University Procedure [03.02.99.R0.03 Programmatic and Administrative Substantive Changes Approval Process](#)

University Procedure [11.03.99.R0.01 Course Credit and Length Requirements](#)

---

## **Appendix**

---

Appendix A *Expedited Approval Process*

Appendix B *Non-expedited Approval Process*

---

## **Revision History**

---

Approved September 1, 1996

Revised October 2002

Revised October 18, 2011

Revised September 4, 2012

Revised July 27, 2015

Revised November 7, 2024 (University Name Update)

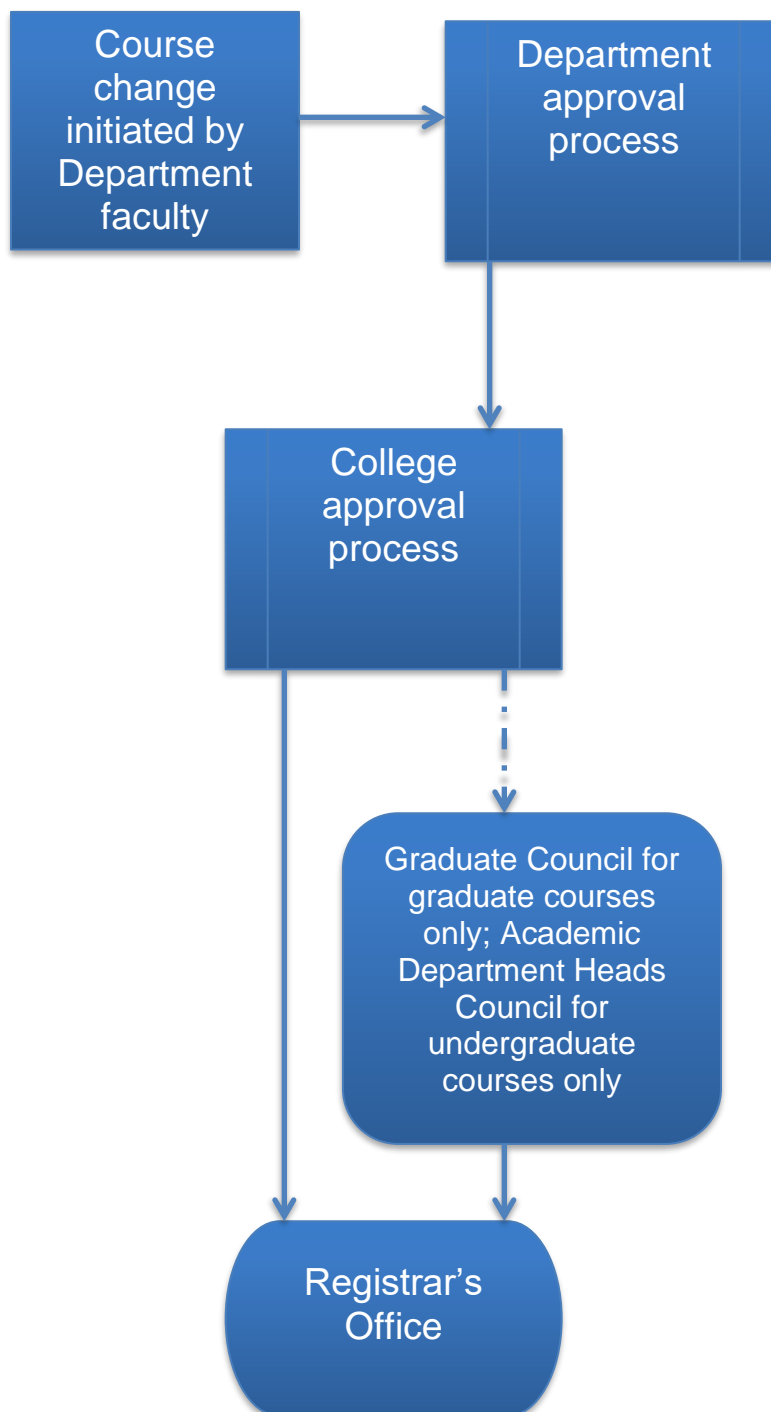
---

## **Contact Office**

---

Office of the Provost & Vice President for Academic Affairs  
903.886.5410

## Expedited Approval Process



## Non-expedited Approval Process

