



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 59.01, TTUHSC El Paso Adding, Changing, and Deleting Courses and Changing Methods of Delivery

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to ensure understanding and standardized procedures in handling matters associated with course changes.

REVIEW: This HSCEP OP will be reviewed by January of even-numbered years (ENY) by the vice president for academic affairs or designee, with recommendations from the Academic Council.

POLICY/PROCEDURE

The vice president for academic affairs is the authority and responsibility for authorizing course additions, changes and deletions.

I. POLICY

- A. The vice president for academic affairs or designee will approve all additions, deletions, and changes (including changes in method of delivery) of courses for TTUHSC El Paso using an established procedure for reviewing and determining approval. The review process will include departmental recommendations, school-level committees established processes for course review and the Academic Council.
- B. Courses should not be submitted for areas in which degree programs have not been approved except when they accompany degree program requests.
- C. Efforts should be made at each level to ensure against proliferating courses beyond the ability of the department or school to offer such courses regularly. The ratio of faculty to number of courses in the course inventory should be considered. If a course is elective in nature and will not be offered annually, a Special Topics section should be considered that allows for a variable topic title (e.g. ABCD XXXX – Special Topics – Specific Subject Area of Course to be Offered Periodically).
- D. Departments and schools should review courses periodically to ensure appropriateness of content and accuracy of description.
- E. Courses not taught for three consecutive years will be brought to the attention of the department chair by the Office of the Registrar and, if not justified, dropped from the course inventory after five years.
- F. Course descriptions should not be changed substantively in the school's catalog (Banner Student and Institutional) unless changes have been approved by the Academic Council.
- G. Courses may not be taught before they are accepted as part of the course inventory.

II. Procedure

- A. Requests for new courses, deletions, and changes must be initiated on the Course Approval/Change Form; [see Attachment A](#).

An approved course section in which 50 percent or more of the contact hours will be delivered electronically must meet the [Texas Higher Education Coordinating Board \(THECB\) Principles of Good Practice](#) (possible requirement to complete a copyright compliance form). The Office of Academic Affairs and Office of Institutional Research and Effectiveness (OIRE) are responsible for ensuring that the course has been entered into the Texas Higher Education Coordinating Board (THECB) distance education database before the course is offered. The school is responsible for ensuring the instructional method is coded appropriately in the student information system for reporting and billing purposes,

- B. The course description should be brief (usually fewer than 25 words) in indicating the essentials of the course. Changes involving the text of the course description and prerequisite must also be submitted to the Office of the Registrar via the Application for Course Approval form. The Office of the Registrar is responsible for inputting prerequisite changes into Banner, and each department or school should ensure Banner language matches official publications.
- C. Course changes are to be fully processed and received by the Office of Academic Affairs and approved by the Academic Council by March 1 of each academic year to be included in the following academic year catalogues.
- D. The following routing is required:
 - 1) The school initiates a request on an Application for Course Approval form that is signed, dated, and forwarded to the academic dean for curriculum committee consideration.
 - 2) The school curriculum committee considers the request and, if it is approved, the form is signed and dated. Complete forms are forwarded to the Academic Council to review for completeness of the request. The Office of the Registrar will work with school designees and the Office of Information Technology to update Degree Works Audit Tool with the degree plan for the program.
 - 3) The Office of the Registrar will forward the reviewed form to the Office of Academic Affairs for placement on the Academic Council meeting agenda. The action of the council is noted in the minutes of the meeting. If the vote of the Academic Council approves the request, the form is signed and dated by the VPAA or designee. The final approved form is returned to the Office of the Registrar for processing updates to the course inventory. The information is then applied to the course inventories for both the university and the THECB.
 - 4) The course does not become official until it appears in the inventory of the THECB once reported by the Office of Institutional Research and Effectiveness.
 - 5) Copies of the approved application are provided to the originating department and the originating school. The original copy of the approved application is maintained and filed in the Office of the Registrar as documentation for the course inventory.