



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 every even-numbered year (ENY) by the Vice President for Academic Affairs (VPAA) or designee, with recommendations from the Academic Council.

POLICY/PROCEDURE

I. POLICY

- A. The VPAA or designee will approve all additions, changes, and deletions (including changes in methods of delivery) of courses for TTUHSC El Paso using an established procedure for reviewing and determining approval, subject to guidance by the Texas Tech University System Board of Regents. The procedure includes submission of a request form documenting appropriate review and approvals.
- B. Courses should not be submitted for degree programs that have not yet been approved, except when they accompany new degree program requests.
 - 1) To support instructional oversight and allocation of educational resources, course offerings should be balanced against available faculty. The ratio of faculty to number of courses in the course inventory should be adequate for all new course requests, and efforts should be made to avoid proliferating courses beyond the academic program's ability to offer such courses regularly.
 - 2) Special Topics courses should be reviewed biannually (e.g., ABCD XXXX – Special Topics – Specific Subject Area of Course to be Offered Periodically) for submission as a standalone course. In their periodic curricular review, if the Office of the Registrar finds that a Special Topics course has been offered at least once annually, met minimum enrollment threshold for three academic years, and is anticipated to be offered regularly, the Office of the Registrar will request that the special topics course be submitted as a standalone course.
- C. Each semester, each school should review their courses to ensure appropriateness of content and accuracy of course descriptions. The Office of the Registrar will review the academic catalog biannually in collaboration with each school, to certify compliance with local, state, and federal laws, system regulations, and accuracy of academic catalog information.
- D. Courses not taught for three consecutive academic years will be brought to the attention of each school by the Office of the Registrar, and if not justified, these courses will be removed from the institutional course inventory.
- E. Course descriptions should be concise and clearly state the essential content of the course. Non-substantive changes to the university course inventory and catalogs made by the Office of the Registrar will be reported to the appropriate school and the Office of Academic Affairs (OAA). Substantive changes to a previously approved course must follow the appropriate approval processes.

- F. If a substantive course change impacts an approved academic program, the [Course Approval/Change Form](#) must accompany the program change request.
- G. Courses must be approved and entered into the institution's course inventory before they may be offered to students.

II. PROCEDURE

- A. Requests for new courses, course changes, and course removals must be initiated through submission of the [Course Approval/Change Form](#) to the Office of the Registrar. The following routing is required:
 - 1) Requests originate from the faculty at the school level and require approval by the relevant faculty/curriculum committee.
 - 2) The school dean shall review all requests originating from faculty and/or school committees to ensure compliance with state and federal law, system regulations, and the availability of sufficient school-level resources before submission to the Office of the Registrar.
 - 3) The Office of the Registrar shall submit the documentation to the OAA for further review and approval as necessary. The OAA shall review all submissions for institutional, system, state, federal, and accreditation compliance.
 - 4) Once the OAA has concluded its review the office will add the requested change to the Academic Council's meeting agenda and facilitate final approval by the VPAA or designee, as applicable.
 - 5) Upon final approval by the VPAA or designee, the approved [Course Approval/Change Form](#) shall be returned to the Office of the Registrar for final processing and updates to the course inventory.
 - 6) The final, fully approved form shall be maintained by the Office of the Registrar, with notice of final implementation provided to the submitting school.
- B. Requests for new courses, course changes, and removal of courses must be fully approved by January 1 of any given academic year, in order to be included in the following academic year catalogs.
- C. Requests for addition or removal of courses, which are required coursework for the completion of an academic degree program, will require notification and/or approval by the THECB. The OAA must be notified to ensure relevant documentation and agency notification.
- D. An approved course, in which 50 percent or more of the contact hours will be delivered electronically, must meet the [THECB Principles of Good Practice for Academic Degree and Certificate Programs and Credit Courses Offered at a Distance](#). Each school is responsible for ensuring compliance with the requirements set forth within the principles. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)/Texas Higher Education Coordinating Board (THECB) liaison is responsible for determining whether addition of a new distance education course leads to a change in academic program delivery modality requiring notification to and/or approval by the THECB and/or SACSCOC. Each school leadership is responsible for any requirement of notification to their professional accrediting bodies.