

**TEXAS A&M INTERNATIONAL UNIVERSITY
COURSE AND PROGRAM DEVELOPMENT PROCEDURES**

NEW/REVISED COURSES

New or revised courses submitted for departmental approval are initiated by the individual faculty and must take into consideration:

The role and scope of the University

Applicability to approved degree or certificate programs

The applicable CIP (Classification of Instructional Program) code based on the course content

The course description, appropriate semester credit hour credit, the type of instruction, and prerequisite(s).

NOTE: Revisions may include title, description, prerequisite, lab/course fee, or semester offered.

Courses receiving departmental approval will be forwarded to the College/School Curriculum Committee

After approval by the College/School Curriculum Committee, the course will be submitted to the University Curriculum Committee.

Courses receiving University Curriculum Committee approval will be submitted to the Texas Higher Education Coordinating Board for inclusion in the University Course Inventory and added/changed in the next University Catalog.

NEW DEGREE PROGRAM

New degree programs shall be developed at the department level in accordance with Texas Higher Education Coordinating Board and Texas A&M University System Policies and Procedures.

Texas Higher Education Coordinating Board Policies and Procedures Manual, Degree Program Requests guidelines may be found at: <http://www.thecb.state.tx.us/UHRI/polprod/dp.htm>

The Texas A&M University System Policies and Procedures may be found at: <http://sago.tamu.edu/policy/03-02-02.htm>

New degree programs should receive review and approval by:

By faculty at the department level

Department Curriculum Committee

College/School Curriculum Committee

University Curriculum Committee (UCC)

Provost and Vice President for Academic Affairs

President

Texas A&M University System (TAMUS) Board of Regents

The Texas Higher Education Coordinating Board (THECB)

Professional accrediting organizations

Timeline:

New/Revised Courses-
New degree programs-

submit for UCC consideration by November 1
submit for UCC consideration by November 1
submit for TAMUS approval as per agenda calendar
submit for THECB approval upon TAMUS approval