The internal approval process for academic program and curriculum-related proposals proceeds through one of two routes to the Provost and Vice President for Academic Affairs (VPAA):

I. College Approval Route
   A. Consideration and approval of the respective college faculty only is required for the following:
      • Add a new course, including a Special Topics course;
      • Reinstate a course;
      • Delete a course;
      • Revise an existing course (e.g., change course title, description, number; Student Learner Outcomes [SLOs]; prerequisites; evaluation; and/or delivery method); and/or
      • Add a new academic certificate program.
   B. Process
      • Proposing faculty member, after working with the department chair/program coordinator, selects appropriate form based on the type of proposal; completes and signs the form; and submits to the college assistant for placement on the college faculty meeting agenda.
      • If the college faculty approves the proposal, the dean signs and forwards the documents to the VPAA who may:
         1. Approve, sign, and forward to the Registrar;
            ▪ Registrar posts the action.
         2. Return the proposal to the college for additional work; or
         3. Refer it to the Academic Affairs Advisory (A3) Council for consideration and approval.

Forms
Course Changes
Assign Special Topics Course a Permanent Number
Course Inventory Add/Reinstate
Course Inventory Deletion
Changes To Existing Graduate Program (also used in council approval route)
Changes To Existing Undergraduate Program (also used in council approval route below)
Syllabus Template

II. Academic Affairs Advisory (A3) Council Approval Route
   A. The A3 Council replaces the previous Undergraduate Curriculum Committee (UCC) and Graduate Council (GC) and advises the Provost on all issues related to the design, delivery, and assessment of curriculum. Consideration and approval by the A3 Council is required for the following:
      • All academic affairs proposals that:
         o Require external approval (i.e., by The Texas A&M University System [TAMUS] Board of Regents [BOR], the Texas Higher Education Coordinating Board [THECB], and/or the Southern Association of Colleges and Schools Commission on Colleges [SACSCOC]) — including, but not limited to
New degree program proposals, and
- Substantive changes to existing degrees (e.g., name change; change in required number of Semester Credit Hours [SCH])
  - Affect two or more colleges.

B. Process

- Proposing faculty member, after working with the department chair/program coordinator, selects the appropriate form based on the type of proposal, completes the form, and submits the proposal for approval by the college faculty and dean.

- When approved at the college level, the dean signs it and submits to Judy Whitfield (judy.whitfield@tamut.edu) for placement on the A3 Council’s meeting agenda.

- After the full A3 Council reviews the proposal, it is:
  - Approved, signed, and sent to the VPAA;
  - Referred to a subcommittee for consideration and subsequent consideration of the full A3 Council at the next monthly meeting; or
  - Returned to the Dean with explanation.

- If the A3 Council approves the proposal, the chair signs and forwards to the Provost/VPAA who may:
  - Approve; then
    - Request the college dean prepare the appropriate documents for submission to the TAMUS staff;
    - Review with the Administrative Council for approval;
    - Forward the documents to the President’s assistant for submission to the Vice Chancellor for Academic Affairs;
      1. For consideration and approval by the Vice Chancellor for Academic Affairs and notification only to the THECB, or
      2. For approval by staff and placement on the next meeting agenda of the TAMUS BOR for approval.
  - Reject

- The Vice Chancellor for Academic Affairs forwards proposal to the THECB for approval:
  - Automatic approval--proposal is posted on the THECB’s website for 30 days for comment; assuming none, the proposal is approved and the university is notified.
  - Staff approval; university is notified.
  - THECB approval; university is notified.

- A&M-Texarkana staff prepare documents to submit to the SACS-COC for notification or approval.

Forms

Add New Graduate Program
Add New Undergraduate Program
Changes To Existing Graduate Program (also used in college approval route)
Changes To Existing Undergraduate Program (also used in college approval route)
Course Changes (also used in college approval route)
Course Inventory Add/Reinstate (also used in college approval route)
Course Inventory Deletion (also used in college approval route)
Syllabus Template