



## GRADUATE COURSE UPDATE FORM

To add, delete, or change a graduate course.

**Section A:** Describe the update. To be completed by the proposer.

☐

ADD

☐

DELETE

☐

CHANGE

NOTE: If course number is changing – old number will be DELETED and new number will be ADDED.

Date: \_\_\_\_\_ Date to be effective: \_\_\_\_\_

**Section B:** For Delete or Change.

Course as it now appears in catalog.

Discipline: \_\_\_\_\_ Number: \_\_\_\_\_ Complete Title: \_\_\_\_\_

Credit hours: \_\_\_\_\_ Contact hours lecture \_\_\_\_\_ Contact hours lab: \_\_\_\_\_

**Complete course description** (including any prerequisites):

**Section C:** For Add or Change.

Course as it now appears in catalog.

Discipline: \_\_\_\_\_ Number: \_\_\_\_\_ Complete Title: \_\_\_\_\_

Credit hours: \_\_\_\_\_ Contact hours lecture \_\_\_\_\_ Contact hours lab: \_\_\_\_\_

**Complete course description** (including any prerequisites):

**30-character short title for adding course:** \_\_\_\_\_  
(remember to count spaces as part of character field)

**Section D:** Course details.

Will this course carry a lab or supplemental fee? (If a fee is needed, a separate request for fee approval must be made to the VPAA by November 1<sup>st</sup>): **Yes** ☐ **No** ☐

Is this course repeatable for additional credit? **Yes** ☐ **No** ☐

Repetition limitation: \_\_\_\_\_

Cross-listing recommended: **Discipline** \_\_\_\_\_ **Number:** \_\_\_\_\_

(If cross-listing is recommended, the course update for the cross-listing must accompany this request. Please refer to the guidelines outline in the Graduate Catalog and page 3 of this form. )

List every major and minor for which this is a newly required course:

**Major:** \_\_\_\_\_ **Minor:** \_\_\_\_\_

(This course update must be accompanied by a program change request for each major or minor indicated.)

**Describe the reason for this update:** \_\_\_\_\_

\_\_\_\_\_

This action should be reflected in the University catalog beginning with the catalog year: \_\_\_\_\_

**Section E:** Approving signatures.

_____ <b>Printed Name of Proposer</b>	_____ <b>Signature of Proposer</b>	_____ <b>Date</b>
_____ <b>Printed Name of Graduate Program Head</b>	_____ <b>Signature of Graduate Program Head</b>	_____ <b>Date</b>
_____ <b>Printed Name of Coordinator (CoB)</b>	_____ <b>Signature of Coordinator (CoB)</b>	_____ <b>Date</b>
_____ <b>Printed Name of CoB Curriculum Committee</b>	_____ <b>Signature of CoB Curriculum Committee</b>	_____ <b>Date</b>
_____ <b>Printed Name of College/School Dean</b>	_____ <b>Signature of College/School Dean</b>	_____ <b>Date</b>
_____ <b>Printed Name of Graduate Council Chair</b>	_____ <b>Signature of Graduate Council Rep.</b>	_____ <b>Date</b>
_____ <b>Printed Name of Graduate Studies Dean</b>	_____ <b>Signature of Graduate Studies Dean</b>	_____ <b>Date</b>
_____ <b>Printed Name of VP of Academic Affairs</b>	_____ <b>Signature of VP of Academic Affairs</b>	_____ <b>Date</b>

Submit course update to: Graduate Studies

MB 1208  
4901 East University Odessa, TX  
79762

Phone: 432-552-2530  
Fax: 432-552-3530  
Email: gradstudies@utpb.edu

To be completed by the Graduate Studies Office: Reviewer: _____ Input Date: _____
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## Required Signatures and Routing of the Course Update Forms

Which signatures are required on the Course Update Form depends upon the College/School. The routing of the form also depends on the College/School.

These forms must be **signed by** the following in this order:

- Proposer
- Graduate Program Head (College of Arts and Sciences; School of Education)
- Coordinator (School of Business, only)
- School Curriculum Committee (School of Business, only)
- College/School Dean
- Chair, Graduate Council
- Dean of Graduate Studies
- Vice President for Academic Affairs

However, the **routing** of the form for tracking purposes is in the following order:

- Proposer
- Graduate Program Head (College of Arts and Sciences; School of Education)
- Coordinator (School of Business, only)
- Dean's Office to log in (Associate Dean, School of Education, only)
- School Curriculum Committee (School of Business, only)
- College/School Dean
- Graduate Studies Office to log in
- Chair, Graduate Council
- Dean of Graduate Studies
- Vice President for Academic Affairs
- Registrar, Dean, and Dean of Graduate Studies

## Cross-listing Senior level UGRD Course as a Graduate Course: Standards and Requirement

1. According to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Principles of Accreditation (Comprehensive Standard 3.6.1), the institution offering graduate work must be able to demonstrate that it maintains a substantial difference between undergraduate and graduate instruction. Graduate study must be at a level of complexity and specialization that extends the knowledge and intellectual maturity of the students, "progressively more advanced in academic content than its undergraduate programs" (Comprehensive Standard 3.6.1). Combined instruction of graduate and undergraduate students, if permitted at all, must be structured to ensure appropriate attention to both groups.
2. The requirements and expectations for students at the undergraduate and graduate levels must be identified in the syllabi. All syllabi must contain clearly identified evidence of substantially greater expectations and student learning outcomes, which operate at an upper level of higher- order thinking for students enrolled for graduate credit. These additional expectations should include requirements such as (a) different and/or additional reading requirements, (b) different and/or additional writing assignments, (c) different and/or additional research projects (e.g., projects of greater complexity).
3. Cross-listed courses must have one instructor of record who meets the Faculty Credential Guidelines established by SACSCOC and the University for Faculty teaching master's and doctoral level courses (SACSCOC Section 4.8.2.3).