



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 1st): **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.

Printed Name of Proposer

Signature of Proposer

Date

Printed Name of Graduate Program Coordinator

Signature of Graduate Program Coordinator

Date

Printed Name of College Dean

Signature of College Dean

Date

Printed Name of Graduate Studies Dean

Signature of Graduate Studies Dean

Date

Printed Name of VP Academic Affairs

Signature of VP Academic Affairs

Date

Submit course update to: Graduate Studies

MB 4103
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: _____

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.

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

- Proposer
- Graduate Program Coordinator
- College Dean
- 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 Coordinator
- Dean's Office to log in (Associate Dean, School of Education, only)
- College Dean
- Graduate Studies Office to log in
- 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).