

**Central Texas College District  
New Course Approval Form**

**A. INITIATOR ACTION**

1	<b>Site:</b>	<b>Campus:</b>		
2	<b>Course Title</b> (in full)			
3	<b>Course Description</b> (as it should appear in the catalog):			
4	<b>JUSTIFICATION:</b>			
5	<b>FACULTY QUALIFICATIONS FOR THIS COURSE ARE:</b>			
6	<b>Course Type:</b> Workforce Education Course <input type="checkbox"/> University Parallel <input type="checkbox"/> Continuing Education <input type="checkbox"/> Military Education <input type="checkbox"/>			
7	<b>Total Contact Hours:</b>	<b>Lec Hrs:</b>	<b>Lab Hrs:</b>	<b>*SCH:</b>
8	State Funding Requested ?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
9	Degree Program Evaluation Requested ?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
10	Program of Instruction/Syllabus Attached		YES <input type="checkbox"/>	NO <input type="checkbox"/>
11	Date Course Registration Begins			
12	Initiator's Signature		Date	

**B. INSTRUCTIONAL DEPARTMENT ACTION**

1	Course Articulates to Degree Program(s):			
	a.	<input type="checkbox"/> Directly: Course: Prefix/Number	Title:	
		<input type="checkbox"/> Core Curriculum Requirement	Title:	
	b.	<input type="checkbox"/> Indirectly as Elective for:	Program	SCH:
	c.	<input type="checkbox"/> No Credit Program Application		
2	Department Chairman Signature		Date	Campus Dean Signature
			Date	Date
3	State Funds Requested? YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, Approval #	Core Code	Date
	DEPT	Rubric:	Number:	Title:

**C. APPROVAL**

1	Dean, Instructional Services	Date
2	Deputy Chancellor, Educational Program & Support Services	Date

\*SCH= Semester Credit Hours

CEU=Continuing Education Units

## INSTRUCTIONS for completing the New Course Approval Form:

### A. INITIATOR ACTION

1. State the name of the instructional department initiating the request.
2. Course designation: rubric, number and complete course title.
3. Common course description that includes any pre/co-requisite if applicable.
4. Justification would include the rationale for offering or the entity requesting the education/training for college credit and, if available, the number of students anticipated served.
5. Faculty qualifications for the course(s) are stated in the Instructor Qualifications and Approval Procedures, Policy No. 160 of the *CTCD Human Resource Management Operating Policies and Procedures Manual*. If a workforce education course is not from a CIP area that CTC has on the Coordinating Board approved program inventory, then the course must be approved by the Instructional Department Chair as elective credit toward degree completion in a related instructional area that employs a CTC full-time faculty member responsible for the program. The degree program will be identified in Section B.1.b.
6. Course type will be either a University Parallel or Workforce Education course. Continuing education courses conducted on Central Campus are requested through the Director of Continuing Education. Military Education courses are requested as a result of a contract obligation.
7. Total contact hours must stay within the range approved for a course as stated on the approved statewide common inventory. Designate the distribution of contact hours for lecture and lab delivery, if applicable, and the SCH award.
8. If the statewide common inventory course parameters are met and the course is offered in Texas, then state funding should be marked yes.
9. Degree Program Evaluation Requested applies to new course requests that are not required for degree/certificate completion.
10. The course syllabus should be attached at the time the course is being requested. If a WECM Local Need course or a University Parallel Unique Need course is requested, then the appropriate documentation should be attached with the course syllabus. (Also, it is essential that the Bookstore be notified (Textbook Form) of the required texts for the course.)
11. The request should be submitted with sufficient lead time to process the paperwork internally.
12. The individual initiating the course request signs and dates the request in Section A. The initiator forwards the request to Instructional Services.

### B. INSTRUCTIONAL DEPARTMENT ACTION

1.
  - a. The Instructional Department Chairman indicates if the requested course will be direct credit toward an existing degree/certificate completion. If applicable indicate if the course meets a Core Curriculum requirement; or
  - b. The Department Chairman is responsible for determining if credit is to be awarded indirectly as elective credit. If so, the existing approved program that the course credit applies is stated.
  - c. Applicable only when the Department Chairman denies approval of college credit toward degree/certificate completion.
  - d. Only indicated if this is a request for a change to an existing CTC course with regard to contact hours, lecture/lab designation or credit award.
2. Both the Instructional Department Chairman and the Campus Dean must sign and date the request before forwarding to the Dean of Instructional Services.

- C. Instructional Services will complete the process to add the course to the college's course table. If necessary, completed Local Need or Unique Need documentation must be attached to this request for submission to the Coordinating Board for approval. In this situation, an approval notice must be received prior to offering the course.