

5. **CURRICULUM PROCEDURES.**

- 5.1 **Curriculum Policies.** Each of the Components shall follow the curriculum policies of the Board of Regents and *Education Code, Sections 61.051 and 61.052.*
- 5.11 **Approval of Requests.** Each request for new courses, degree programs, or departments must be approved by the Board of Regents with subsequent approval by the Texas Higher Education Coordinating Board before being included in the catalogue.
- 5.12 **Notice of Requests.** All requests for curriculum changes must be submitted to the members of the Curriculum Committee and the System Administration at least eight calendar days prior to the scheduled Board meeting.
- 5.13 **Nature of Requests.** The nature of each request for a curriculum change and its justification shall be set out in a brief written statement. The statement shall show the title and number of the course, the semester credit hour value, and the department in which the course or program will be offered.
- 5.14 **Degree Programs.** Each request for a new degree program shall include a request for the new courses which the program requires.
- 5.15 **Graduate Programs.** Each request for a graduate program shall be evaluated on the need of the program and qualifications of the faculty.
- 5.16 **Deletions.** Any course which has not been taught at anytime for the previous three years, as designated by the Coordinating Board, shall be dropped unless authorized for continuation by the Curriculum Committee.
- 5.17 **Committee Considerations.** In passing upon requests for new courses, the Curriculum Committee shall give consideration to the number of courses already available in that department and the enrollment in such courses.
- 5.18 **Off-Campus Courses.** Off-campus courses shall be offered only in accordance with guidelines approved by the Texas Higher Education Coordinating Board.
- 5.19 **Short Courses.** The Components shall not offer or allow a student to register for any short courses (any course taught over a period of less than three weeks) where the combined academic credit to be earned for all course work attempted would exceed an average of one semester credit hour per contact week. (Effective the fall semester, 1985)

- 5.1(10) Before any course previously authorized by the Board of Regents and the Texas Higher Education Coordinating Board, can continue to be taught, the course syllabus shall be reviewed once a year by the appropriate departmental chair or head.
- 5.1(11) Out-of-Country Courses or Programs. As a condition of being permitted to take or participate in Component approved out-of-country courses or programs, a student shall first execute a liability waiver and release of claims in favor of the Board of Regents, the Component, and their officers and employees.
- 5.2 Twelfth and Fourth Class Day Reports. The Curriculum Committee shall also examine twelfth and fourth class day reports of each Component. Each Component President shall present to the Board, on appropriate occasions, a twelfth or fourth class day report stating the total number of students (headcount) registered for resident instruction in classes of the Component; the total number of students registered in off-campus extension classes; the total number of students registered in correspondence courses; the total number of full-time faculty equivalents registered; the total number of semester hours taught by each faculty member; the number of semester credit hours taught; the number of full-time student equivalents registered; and the student/teacher ratio. Such enrollment reports shall be submitted by the Component President to members of the Curriculum Committee and the Chancellor at the same time as the class reports (CBM-004) are submitted to the Coordinating Board pursuant to its educational data reporting system for senior colleges and universities, and shall be considered by the Board at its next meeting.

See *Chapter I, Subsection 6.2*, for the responsibilities of the Curriculum Committee.