

Documentation Approval Process

GRADUATE STUDIES

Description of Submission	GSEC	ACADEMIC COUNCIL	TTU Board	THEC	THEC Policy/Form
4000/5000 Course addition/change/deletion*	X				
6000 7000 Course addition/change/deletion	x				
Catalog editorial changes	x				
Student request: 1 yr extension	x				
Exception to Graduate Catalog/Policy	x				
Final appeal for student reinstatement request	x				
Changes to any approved policy	x	x	x		
Changes to university degree requirements	x	x	x		
New or revised TTU policy that changes degree or admissions requirements	x	x	x		
Changes to department catalog and department curriculum requirements including department admissions	x				
New academic unit or new academic program	x	x	x	x	A1.0 Letter of Notification
Existing program modifications	x	x	x	x	A1.1/Checklist
New concentration	x	x	info	x	A1.5D/ Academic Actions Notification
Moving a degree to another college	x	x			
New Certificates	x	x	info	x	A1.5A/Academic Actions Notification
Program Name Change	x	x	info	x	A1:5B/Academic Actions Notification
Concentration name change	x	x	info	x	A1.5C/Academic Actions Notification
Consolidation of academic program	x	x	info	x	A1.5F/Academic Actions Notification
Change of Instructional delivery mode form	x	x	info	x	A1.5H/Academic Actions Notification
Inactivation of a program or concentration	x	x	info	x	A1.5I/Academic Actions Notification
Termination of a program or concentration	x	x	info	x	A1.5K/Academic Actions Notification
*4000/5000 courses go to TTU Curriculum Committee for approval					
3/6/19 updated					
Note: all forms are located on the Provost website: https://www.tntech.edu/provost/new-programs/					
Note: include cover sheet: https://www.tntech.edu/assets/usermedia/provost/9347/TTU_Internal_Cover_Form_Fillable.pdf					
(file name: summarysheetof flow.xlsx located in GSECflow folder)					