

Course Inventory Request Form Instructions
Please follow these instructions for requests to Add, Revise, or Delete
a course in the UTRGV Inventory.

Add New Course

1. Select ADD from the drop-down list in the action box at the top of the form
2. Indicate the course prefix and number, course title, college, and school/dept. at the top of the form
3. Complete Section 2 – New Course Information
4. Complete Section 3 – Justification for addition
5. Sign the form and secure the signatures of the director/chair (signature line #2), college committee chair, if applicable (signature line #3), and Dean (signature line #4) respectively.
6. Attach a draft/sample syllabus and description of learning outcomes

Revise Existing Course

1. Select REVISE from the drop-down list in the action box at the top of the form
2. Indicate the course prefix and number, current course title, college, and school/department at the top of the form
3. Complete Section 1 – Updates
4. Complete Section 2 – Items indicated to be changed from Section 1.
5. Complete Section 3 – Justification for the revision
6. Sign the form and secure the signatures of the director/chair (signature line #2), college committee chair, if applicable (signature line #3), and Dean (signature line #4) respectively.

Delete Existing Degrees

1. Select DELETE from the drop down list in the action box at the top of the form
2. Indicate the course prefix and number, current course title, college, and school/department at the top of the form
3. Complete Section 3 – Justification for the deletion
4. Sign the form and secure the signatures of the director/chair (signature line #2), college committee chair, if applicable (signature line #3), and Dean (signature line #4) respectively.
5. Attach a course teach out plan to include: (a) date of deletion (date when the course will no longer be offered), (b) how affected parties (students, faculty and staff) will be notified of the impending deletion, (c) an explanation of how all affected students will complete their Degrees with minimal disruption, (d) any costs, additional charges/expenses that will accrue to students, and how students will be notified

Additional Notes

- The originating faculty member, director or chair, college committee chair, if applicable, and dean must sign this form in the order indicated.
- Forms should be submitted to the Graduate College at EMASS 1.158 or gradcurriculum@utrgv.edu at least 2 weeks prior to the monthly meeting of Graduate Committee (see official calendar at <https://www.utrgv.edu/graduate/about-us/graduate-college/index.htm>).
- All course changes/additions/deletions resulting in change to a Degree plan (e.g., concentrations or other Degree requirements) must be accompanied by a Degree Action Request form and a summary and explanation of the changes being requested, copy of the old and new Degree plan or a table indicating “Current” and “Proposed”.
- Any request that may impact or affect another school/department/Degree must include evidence of the outcome of communication (e.g., memo expressing endorsement) with the school/department/program.
- If an impacted unit is unsatisfied by the outcome of this communication, a representative may present the concerns to the Graduate Committee at the proposal presentation.
- Cross-listing undergraduate course with graduate course is strongly discouraged.

Course Inventory Request Form

Action: _____

College: _____ School/Department: _____

Program Name: _____

2. COURSE REVISION ACTIONS (Check all that apply and provide a short summary)

Course Prefix, Number, and Long Course Title: _____

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Course Prefix | <input type="checkbox"/> Credit Hours | <input type="checkbox"/> Prerequisites | <input type="checkbox"/> Topic Variation |
| <input type="checkbox"/> Course Number | <input type="checkbox"/> Contact Hours | <input type="checkbox"/> Co-Requisites | <input type="checkbox"/> Repeat for Credit |
| <input type="checkbox"/> Long Course Title | <input type="checkbox"/> Schedule Type | <input type="checkbox"/> Cross-listing | <input type="checkbox"/> Multiple Enrollment |
| <input type="checkbox"/> Short Course Title | <input type="checkbox"/> Grading | <input type="checkbox"/> Course Description | in the Same Term |

3. NEW COURSE INFORMATION

Course Prefix, Number, and Long Course Title: _____

Short Course Title (30 characters): _____

Credit Hours: _____ Grading: _____

Schedule Type (First): _____ Contact Hours: _____

Schedule Type (Second): _____ Contact Hours: _____

Repeat for Additional Credit: _____ Will Topic Vary: _____

Multiple Enrollment in the Same Term? _____

Cross-listed No Yes _____

Co-requisites No Yes _____

Prerequisites No Yes _____

Course Description:

3. JUSTIFICATION FOR CHANGES (attach pages as needed)

4. APPROVAL SIGNATURES

Required Approval Signatures from Requesting Units (please review and approve in the order indicated; following the Dean's approval, please forward to the Graduate College at EMASS 1.158 or gradcurriculum@utrgv.edu):

1. Initiated By (please print & date) _____ 3. College Committee Chair (if applicable; sign & date) _____

2. Chair/Director (please sign & date) _____ 4. College Dean (please sign & date) _____

Required Approval Signatures for the Graduate Committee and Graduate College:

1. Graduate Committee Chair (please sign & date)	2. Dean of the Graduate College (please sign & date)	3: EVP for Research, Graduate Studies & New Program Development (please sign & date)
---	---	--