

## 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: <a href="https://www.tntech.edu/provost/new-programs/">https://www.tntech.edu/provost/new-programs/</a>					
Note: include cover sheet: <a href="https://www.tntech.edu/assets/usermedia/provost/9347/TTU_Internal_Cover_Form_Fillable.pdf">https://www.tntech.edu/assets/usermedia/provost/9347/TTU_Internal_Cover_Form_Fillable.pdf</a>					
(file name: summarysheetof flow.xlsx located in GSECflow folder)					