

## Undergraduate W & C Course Approval Process

**Final Approval:** June 5, 2017

### Introduction:

For approved courses already on the Galveston Campus inventory, proposed W and C courses are reviewed by the W & C Course Advisory Committee. The W & C Course Advisory Committee recommends action to the Faculty Senate, which in turn submits its decision to the university president for final approval.

Courses are approved for a period of four years. For example, courses approved in Fall 2014 should be reviewed again in Fall 2017 for inclusion in the Fall 2018 Schedule of Classes. Courses that have expired will not be given a W or C section number.

The syllabus for any course passed will be considered representative of all syllabi used in sections of that course designated as W/C in regards to the amount and type of writing or speaking assignments, the amount and type of written or oral communications instruction, and the percentage of the final grade based on writing or speaking.

While it is assumed that some variation may occur in courses during the years of approval, it is also assumed that the proposed title generally describes the course being taught as W or C. Courses taught under variable titles such as "Seminar" or "Research" (including 281, 481, 491, and 489) will be approved by title as well as number.

The W and C Course Advisory Committee is responsible for the clarification of approval parameters when necessary. Should the W and C Course Advisory Committee decide to reject a proposed course, they must provide appropriate recommendations to the proposer and invite re-submission.

### W&C Course Advisory Committee Representatives:

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### Submitting a Proposal for a New or Re-certified W or C Course:

Review the [Checklist of W Course Requirements](#) or the [Checklist of C Course Requirements](#).

Contact your representative on the W & C Course Advisory Committee to review the course or answer questions. Before you begin the process, you might want to review what the form will ask and get a syllabus ready to attach.

The submitted syllabus must support how you answer the questions in CARS. The syllabus should conform to the minimum syllabus requirements. It is assumed that course syllabi approved as W or C

will be representative of all sections of that course taught to fulfill the W or C graduation requirement in regards to assignments related to the W or C component; instruction for the W or C components; and percentage of the grade related to the W or C components.

You may find the [Rubric for W Courses](#) or the [Rubric for C Courses](#) helpful in preparing your request.

Submit a request for a new or re-certified W or C course through the Course Inventory Management System, specifically, through the Curricular Approval Request System (CARS). If you are submitting a new course, indicate whether it is W or C. You will be asked to answer questions related to the course and required to attach the syllabus. If it is an existing course, find the course and indicate whether it is a new W or C course or whether it is being re-certified.

Select the Core, ICD, or W & C form. When you submit the form for a new course or for recertification, it will route to the department head. For Galveston courses, the department head must propose the W or C course request/reaffirmation to the Academic Advisory Council (AAC) for approval before the Chief Academic Officer (“Dean”) will sign and route in CARS, to the Chair of the W & C Course Advisory Committee, Dr. Valerie Balester ([v-balester@tamu.edu](mailto:v-balester@tamu.edu)).

If you have questions about filling out these forms, consult the chair of the W & C Course Advisory Committee, Dr. Valerie Balester ([v-balester@tamu.edu](mailto:v-balester@tamu.edu) or 458-1420) or consult your college representative on the committee.

Once your proposal is submitted, the W & C Course Advisory Committee Chair will bring it before the W & C Course Advisory Committee. A sub-committee of the W & C Course Advisory Committee will review your proposal. Any questions will be routed to you through the Chair. The sub-committee will make a recommendation to place the course on the W & C Course Advisory Committee consent agenda for approval by the whole committee. If you prefer meeting with the committee in person, request a spot on the agenda from the Chair. In the event that your proposal is rejected, the committee will provide a timely explanation and suggestions for revision and re-submission.

Once the proposal has passed at the W & C Course Advisory Committee level, it will be sent to the Faculty Senate with a recommendation for approval.

**Note: The full approval process takes between 2 and 4 months, depending upon the number of proposals received, the speed at which you respond to questions and the date submitted.**

The W&C Courses Advisory Committee and the Faculty Senate meet once a month, including summer. The Faculty Senate often does not meet in December or in August.

**Resources:**

[W&C Course Facts](#)

[Forms](#)

[Assessing W&C Courses](#)

[Approved W&C Courses](#)

[TAMUG Writing Lab](#)