REQUEST FOR ACADEMIC USE OF WECM / WORKFORCE EDUCATION COURSE

Complete this form when seeking approval to add a WECM / workforce education course to the WECM / Workforce Education Academic Approvals Master List of such courses applicable toward undergraduate degree programs at UT Tyler. Attach all required documents.

Date: _____

Contact Person: NAME

College: SELECT FROM LIST   **Department:** ENTER DEPARTMENT NAME

Degree Program: ENTER MAJOR & DEGREE (E.G. MUSIC - BM, ACCOUNTING - BBA)

1. **Transfer Institution Name:** ENTER INSTITUTION NAME

2. **Course Number/Prefix:** ENTER PREFIX & NUMBER

3. **Course Title:** COURSE TITLE

4. **Obtain and attach a current course description and syllabus for the course under consideration.**

5. **College Justification –** Include details of how the requested course would apply toward the degree plan, including a list of any course(s) it may be used as a substitute for. Attach additional pages if necessary.

6. **Name of Faculty Reviewer (attach current resume/CV):** NAME

7. **Faculty Reviewer Justification –** Include an explanation of how, per SACS COC requirements for The Quality and Integrity of Undergraduate Degrees, UT Tyler is able to demonstrate the following standards are met for the course in question: *"there are comparable course content and comparable learning outcomes, and ensure that courses rise above the level of basic skills and constitute more than a training experience".* Attach additional pages if necessary.

APPROVALS – COLLEGE AND ACADEMIC AFFAIRS:

FACULTY REVIEWER: _____ _____   Date: _____

DEPARTMENT CHAIR: _____   Date: _____

COLLEGE DEAN: _____   Date: _____

ACADEMIC AFFAIRS: _____   Date: _____

ADDITION OF APPROVED COURSE TO MASTER LIST – OFFICE OF THE REGISTRAR:

☐ Course has been added to WECM / Workforce Education Academic Approvals Master List

☐ The Admissions Processing team has been notified to adjust transfer credit rules accordingly

REGISTRAR: _____   Date: _____

Rev 03/16