**TEXAS A&M UNIVERSITY CORPUS CHRISTI** | **COLLEGE OF GRADUATE STUDIES**

# Stacked Course Request Form

**Directions:** Attach required syllabi to this form. Submit completed document to the Dean's office. Documents should be submitted in time to be filed in the College of Graduate Studies by the deadlines listed below.

**Fall: August 1**        **Spring: December 1**        **Summer/Maymester: April 15**

Previously offered? _____        Changes to outcomes, assignments, evaluation? _____

New submission? _____     Term: _____     Instructor: _____

*Instructor must be graduate faculty*

| COURSE A |
|---|

Prefix: _____     Course Number: _____     Course Title: _____

| COURSE B |
|---|

Prefix: _____     Course Number: _____     Course Title: _____

| Components (*Briefly explain the difference in the courses below*) |
|---|

| Criteria | Course A | Course B |
|---|---|---|
| Outcomes | | |
| Assignments | | |
| Criteria for Final Evaluation | | |

| Program Coordinator Signature | Print Name | Department Chair Signature | Print Name | Dean Signature | Print Name |
|---|---|---|---|---|---|

**For College of Graduate Studies Use Only**:

Graduate Faculty Status _____        CGS Approval _____

Form P
Revised 12.2021

**Overview**

Stacked courses include those offered at graduate level (5000 or 6000 level) in conjunction with an offering at the undergraduate upper level (3000 or 4000). Approval is completed at the college level; however, the College of Graduate Studies tracks stacked courses in accordance with accreditation requirements and good practice. Forms should be submitted by the deadline on the front of this form. The current Stacked Course form must be used.

**Instructions**

Indicate whether the stacked course request is a new submission (courses which have not previously been approved as stacked) or resubmission (courses that have been approved as stacked).

- *Courses with new instructors, course descriptions, numbers, course names, or changes to outcomes, assignments, or criteria for final evaluations must be submitted. Courses that must be submitted to the CCC and/or UCC must be submitted as new, including new cross-listed courses that are added to existing approved stacked courses.*

Supply all requested information, using the drop-down menu options where possible.

- Current syllabi must be submitted to the respective College for all courses submitted as new, as must courses with new outcomes, assignments, or criteria for final evaluation.
- Provide the prefixes, course numbers, and titles for the courses to be stacked.
- Provide information *on the form* that demonstrates difference in rigor in learning outcomes, assignments, and evaluations. Referencing the syllabus only is not sufficient; however, it may be appropriate to copy and paste information from the syllabus.

The form must be signed by the program coordinator and/or department chair and the dean (or designee) of the academic college reporting the stacked courses.

**Components**

Outcomes: Should reflect differences in undergraduate and graduate learning outcomes/objectives

Assignments: Should reflect differences in undergraduate and graduate course assignments

Criteria for Final Evaluation: Point value for assignments and grade distribution (e.g., 90-100 = A, 80-89.5 = B., etc.)

**Routing**

Forms and syllabi are routed through the program/department and the academic dean's office. The academic dean's office (generally the AD) and the CGS deans' office (the AD) will ensure needed documents are collected by CGS. *Forms and syllabi should not be sent directly to CGS.*