

APPROVAL FORM FOR GRADUATE COURSES

UNIVERSITY OF TENNESSEE AT CHATTANOOGA

Note: This form must accompany the course proposal. The course proposal should be prepared following the appropriate guidelines for addition, modification, or deactivation as noted in the instructions. Proposal not having this cover sheet attached or vice versa will be returned to the proposing department.

College or School: _____ **Department (name):** _____
Contact Person: _____ **Mail Box:** _____ **E-mail:** _____
Nature of Change: _____ **Date Initiated:** _____ **Effective Date:** _____

New or modified course with change in instructional delivery: Yes No (If yes, Cont. Educ. Signature required)

Current Listing in Catalog: (Insert requested information on the next blank line)

Symbol	Number	Credit Hours ()	Lab	Delivery Method
Title				

Current Catalog Description:

New or Modified Listing for Catalog: (Insert requested information on the next blank line)

Symbol	Number	Credit Hours ()	Lab	Delivery Method
Title				

New or Modified Catalog Description:

Actions:* _____ **Date:** _____
The Registrar must initial that the proposal is technically correct before moving through the approval sequence below. _____
 Signature & date

§Vote of the departmental faculty _____

Approved Denied Neutral _____
 Department Faculty Rep or Dept. Curriculum Ctm§

Approved Denied Neutral _____
 Department Head

Approved Denied Neutral _____
 Academic Dean

Approved Denied Neutral _____
 Other affected departments/units (if applicable)

Submit to Graduate School for routing and tracking on or before Nov. 15th. _____

Approved Denied Neutral _____
 Graduate Council

Approved Denied Neutral _____
 Dean, The Graduate School

Approved Denied Neutral _____
 Associate Provost for Academic Affairs

Approved Denied Neutral _____
 Provost (Signature required for courses with lab fees)

*Failure to obtain signatures in the sequence noted above may delay approval.
 Approved spring 2011, Implemented August 2011