

Graduate Curriculum Proposal Preparation and Submission Procedures

GENERAL NOTE: All information items and curriculum proposals that have been approved at the college level should be sent to the Dean of the Graduate School for review and distribution. Information items will be handled administratively, while substantive changes and new curriculum proposals will need further review by Graduate Council and the Executive Committee of Faculty Senate. The process is as follows:

Information Items

[Information Item Cover Sheet](#)

- I. Items requiring no action by Graduate Council:
 - Adding and/or deleting prerequisites (unless they affect other programs)
 - Decreasing number of credit hours for a course
 - Shifting a course to variable credit
 - Renaming a course
 - Renumbering courses within the same 100 sequence
 - Shifting topics in a two-semester course
 - Making editorial changes
 - Cross-listing of courses
 - Removing 400-level graduate courses from the approved list

- II. Submission Requirements:
 - Submit a memorandum and information item signature sheet to the Dean of the Graduate School to be forwarded to the Graduate Council, the Provost, and the University Registrar.

Information to be included in the memorandum:

- Department
- Course number(s) as applicable
- Original text as found in the current Graduate Catalog
- Proposed text
- Effective date of change

Curriculum Proposals

[Curriculum Proposal Cover Sheet](#)

- I. Information to be included in the proposal: (Please use this order)
 - Statement of the request
 - Rationale for the new or revised course or proposed new concentration (New degree programs require a separate process. Please consult the Graduate School dean before the planning and development of a proposal. The materials for this are listed at www.utc.edu/graduateschool/graduate_council/)
 - Analysis of how the proposal affects other programs
 - General impact statement, including financial impact (if any)
 - Current catalog description
 - Proposed catalog description

- Course syllabus, including written requirements of the course and student evaluation procedures, course title, course number, credit hours, type of grading, pre-requisites or co-requisites.
- Effective date requested

II. Documents to be included in the proposal (please use this order):

- The Graduate School Curriculum Proposal Cover Sheet with signatures from the department head, college dean, and any affected department(s)
- One copy of the proposal (with items listed in CP#1) in hard copy form

III. Action: Review and approval required by the Graduate Council

- Submit the proposal in the format noted below to the Dean of the Graduate School who will circulate the proposal to other administrators listed on the cover sheet.
- Graduate Council will hold two readings, the first by the curriculum committee and the second by the full body of Graduate Council.
- Graduate Council will forward approved proposals to the Executive Committee of the Faculty Senate and to the UT Board of Trustees, if appropriate.

PROCESS

GENERAL NOTE: The Graduate School encourages originators to seek advisement as the proposal is being developed, before the formal routing process begins. Originators may contact the administrative assistant in the Graduate School for tracking information.

1. The originator sends a paper copy of the proposal and a cover sheet with signatures from the department head and college dean to the Graduate School.
2. The proposal must be submitted to the Graduate School no later than November 10 to be considered for the forthcoming academic year. The Records Office must have the proposal by November 15. Proposals must reach Faculty Senate in January.
3. The Graduate School dean circulates the proposal for administrative review by the registrar (and the dean of the Lupton Library if the proposal involves a new degree program).
4. The Graduate School dean notifies the chair of the Curriculum Committee that the scanned version of the proposal is ready for review.
5. The Curriculum Committee of Graduate Council invites the originator to attend a committee meeting to present information and clarify the proposal. The review serves as a first reading.
 - a. If the proposal needs clarification, the chair of the curriculum committee will work with the originator to resolve concerns.
 - or
 - b. The chair of the Curriculum Committee notifies the Graduate School dean that the proposal has passed a first reading and is ready for placement on the Graduate Council agenda.
6. The secretary of Graduate Council notifies the originator and the college dean that a proposal is scheduled for a second reading at the full Graduate Council meeting.
7. When a proposal receives approval on second reading, the chair of the Graduate Council signs the cover sheet and records the vote.
8. The Graduate School dean forwards the paper copy with its completed cover sheet to the Provost for review.

9. If the Provost approves the proposal, the Graduate School dean sends it to the President of Faculty Senate for review with the Executive Committee. If the Provost does not approve the proposal, he will return it to Graduate Council with his recommendations.
10. When the proposal receives approval from the Executive Committee or from the Senate, if it needs a full review there, the Graduate School dean sends the originator, college dean, and the registrar a copy of the cover sheet.
11. If the proposal involves new admission or test requirements or any changes to existing requirements, adjusts the total hours required for degree completion, or develops a new degree program, the Graduate School dean will forward the proposal to the UT Board of Trustees for review at its next meeting. A copy of the Board's decision, if available, will be appended to the proposal.
12. The signed paper copy will reside in the Graduate School; the electronic version will be added to the Graduate School Web site.