

Procedures for Submitting Graduate Curriculum and Course Proposals

University of Tennessee at Chattanooga

CONTENT

- I. General Procedures
- II. Course Addition
- III. Concentration or Certificate Addition§
- IV. Degree or Program Addition§
- V. Course Modification
- VI. Course Deactivation

§ Modification of a Concentration, Certificate, Degree, or Program require that the Approval Page be completed in a manner similar to when one of the fore mentioned is being added. The following information must be provided as an attachment to the Approval Page: Name of Concentration, Certificate, Degree, or Program; listing of currently required courses and a list of the proposed courses, and a catalog description of the Concentration, Certificate, Degree, or Program.

I. GENERAL PROCEDURES

Any addition, modification, or deactivation of a graduate course, degree, program, or concentration offered through traditional semester format, shortened format (mini-semester) or distance learning or must follow the approval process described in this document. The required cover sheet for addition, modification, or deletion of a course is on the Graduate School website under Course Proposal Form.

Note: Faculty proposing to modify a course should consult with the Registrar's Office before initiating the proposal as a means to determine if a full course proposal is required or the shorter modification version can be used. Consulting with the Registrar's Office prior to submitting a proposal will aid in expediting the proposal through the review and approval process.

A. PROCESSING ORDER

Proposals are processed in the following order:

1. Registrar's Office (for technical review only)
2. Department/Unit Faculty (or Department/Unit Curriculum Committee)
3. Department Head
4. Dean of the Academic College
5. Other affected departments including distance education†
6. The Graduate School (on or before November 15th)‡
7. Graduate Council
8. Dean, The Graduate School
9. Associate Provost for Academic Affairs
10. Faculty Senate (as information only)

Proposals will be sent to the academic deans at this point as an informational item so they will be aware of the final disposition of a proposal.

The processing order must be followed exactly as noted above. Any deviation from the processing order may result in a delay in processing and approval.

†A course having a change in modality or delivery of information, i.e., face-to-face change to virtual / online will require review by the Director of Continuing Education (or designee) before proceeding through the routing sequence.

‡The Graduate School will move proposals through the process from this point forward and will track and monitor actions on proposals and keep departments apprised of the outcome. Proposals must be received by this day to be included in the subsequent year catalog.

B. PROPOSAL SUBMISSION

The original copy of a proposal should be submitted by the originating faculty member(s) to his/her department, with the Administrative Approval Form (cover sheet). Personnel in department offices will forward proposals for technical review (Registrar's Office) and to the appropriate faculty group for consideration. After technical approval the proposal should be returned to the department office for action by the faculty (all departmental faculty or the departmental curriculum committee), the department head and for routing to the dean of the academic college for action. If a course has a distance education component or a change in delivery modality to virtual / online, review by the Director of Continuing Education (or designee) should occur before routing the proposal to the Graduate School. The dean of the academic college (or Director of Continuing Education) will forward proposals to the Graduate School. The Graduate Council Curriculum Committee will make a recommendation for a particular action (approve, not approve, or modify and resubmit) to the full Graduate Council. The recommendation of the Graduate Council will then be acted upon by the Dean of the Graduate School and forwarded to the Associate Provost for Academic Affairs for action. The action of the Graduate Council will be communicated to Faculty Senate.

C. PROCESSING TIME

Curriculum and course proposals must pass through several time consuming steps to gain administrative approval; therefore, it is essential that an academic department/unit allow ample time for review at each level. A minimum of three months should be expected for review and approval of proposals after a proposal has been submitted at the college level (excluding the summer months). Proposals may be submitted anytime during the year; however, only those proposals submitted on or before November 15th to the Graduate Office (step #6 under A. *PROCESSING ORDER*) will be published in the subsequent year's graduate catalog.

D. PREREQUISITES

Prerequisites should be described clearly to avoid having students taking unnecessary or inappropriate courses.

E. DISTANCE EDUCATION

Curriculum and course proposals with change in modality or delivery of information, i.e., face-to-face change to virtual / online, a distance education component or offered entirely by distance education must be reviewed by the Director of Continuing Education. The review

process ensures compliance with SACS substantive change issues, that infrastructure is in place, and that necessary resources are available.

II. COURSE ADDITION

PROPOSAL FORMAT

A proposal for adding a course offering should be submitted according to the following format. Each item should be addressed and where the item is not applicable a notation of N/A should be used. Proposal should include items 1 – 10. Do not include extraneous information in the actual proposal. Extraneous information should be included as attachments.

1. CATALOG DESCRIPTION OF THE COURSE

(Identical to that placed on the course approval form. The description should be provided in the exact format and word for word to appear in the Graduate Catalog. Strikethrough and editing of the description will not be accepted – it must be clean.)

Elements of the Course Description are noted below and *should be included in the order listed and precisely as requested*:

- Course symbol (limited to four letters) and number
- Title (limit to 25 characters, abbreviate when necessary and where possible)
- Hours of credit
- Prerequisites (include only if prerequisites required)
- Method of instruction with associated hours (lecture, lab or combination)
- Course description in 25 words or less
- Method of grading; standard letter grade or S/NC.
- Laboratory or studio fee assessed (include only if fee assessed)
- Cross-listed course (Same as . . .) (include only if course is cross-listed)

EXAMPLES of Catalog Descriptions:

BIOL 5320 Toxicology (3) Three hours lecture. Acute and chronic effects of toxic substances and residues on organisms. Environmental exposures and controls. Standard letter grade. Laboratory/studio course fee will be assessed.

HHP 5600 Anatomy Trunk & Extremities (5) Three hours lecture. Two hours lab. (Only Athletic Training graduate students can register for course.) Prosection of human cadavers, emphasis on musculoskeletal, articular, nervous and vascular systems as related to athletic injury, evaluation, and rehabilitation. Standard letter grade. Laboratory fee assessed.

PSY 5060 Organizational Psychology (3) (Prerequisites: PSY 5110, PSY 5120). Three hours lecture. Theory, research and application of major organizational behavior topics, including employee socialization, organizational commitment, job satisfaction, and several major conceptualizations of work motivation and leadership. Standard letter grade.

BIOL 5455 Curr. Topics in Immunology (1) One hour lecture. Discussion of a current topic in immunology. The topic of the course will be determined each semester. S/NC grade.

2. **COURSE OUTLINE** (a simple outline is preferred rather than a detailed outline that would be found in a syllabus)
Every course and laboratory outline (or syllabus if attached to the proposal) must include sufficient information necessary to judge the breadth, detail, and quality. Submission of a syllabus is not required to gain approval of a course.

EXAMPLE of a 3 credit hour course, 45 contact hours, having six major topics:

- I. Major Topic
- II. Major Topic
- III. Major Topic
- IV. Major Topic
- V. Major Topic
- VI. Major Topic

3. **METHOD OF EVALUATION**

The proposal should include a description of the numbers and kinds of examinations, papers or other methods of evaluation, and the relative weight of each in calculating the final grade.

4. **JUSTIFICATION** (to include rationale for the assessment of a laboratory/studio fee)

An explanation justifying the need for the course must be provided. In addition, the expected enrollment, method for predicting the enrollment and the benefit or how the course will complement the current curriculum must be provided. Learning outcomes should be provided as part of the justification.

5. **EVIDENCE OF POST-BACCALAUREATE RIGOR**

Provide evidence indicating how the proposed course is advanced beyond an undergraduate course on the same or a similar topic. Items such as expected outcomes, intended student achievement, method(s) of evaluation/assessment and nature of assignments could be included as evidence of post-baccalaureate rigor.

6. **RESOURCES**

Additional need for staff support, financial resources, or physical facilities should be addressed in this section. If no additional support is required, that should be communicated, i.e., No additional resources required.

7. **CONTACT**

Provide the name and contact information for the individual that should be contacted if questions arise regarding the proposal.

8. **PLANNED FREQUENCY**

The term(s) the course will be offered, i.e., fall, spring, summer. If the course will not be offer every year, then the planned frequency should indicate as such.

Examples:

- Fall, spring, and summer semesters
- Spring semesters, every year
- Fall semesters, odd numbered years.

9. EXPLANATION OF DUPLICATION (overlapping of course content)

Any duplication or overlapping of course content must be justified for proposal approval to occur. Proposal content duplication or overlapping with course offerings from other departments MUST include a letter of support from the heads and academic deans of the other affected department(s)/colleges. Requests for letters of support must be received by the requesting department within 15 calendar days. Lack of a response by the responding department within 15 days will be taken to indicate support.

10. CATALOG DESCRIPTION OF THE PROGRAM

A copy of the current catalog description printed from the University Acalog catalog must be attached to the proposal and show any changes to the catalog description. For example, changes in the catalog description resulting from adding required courses, adding new elective courses that are shown in the course description, changing a course number or title, changing the program description or other similar changes. Changes should be marked in red on the Acalog catalog copy. Curriculum and course changes that do not result in a change in the catalog description only require a statement to that effect under this heading in the Course Proposal.

NOTE: A new course proposal must be routed through the entire processing order list.

III. CONCENTRATION OR CERTIFICATE ADDITION

Note: The Curriculum and Course Approval page must be included for signature purposes. In the section for the New or Modified Listing for the Catalog insert in the Title space the following: "N/A new concentration or certificate" (whichever applies). In the New or Modified Catalog Description space insert the following: "See attached".

PROPOSAL FORMAT

A proposal to add a concentration or certificate should include:

1. CONCENTRATION OR CERTIFICATE NAME

The name of the concentration or certificate as it will be listed in the Graduate Catalog must be provided.

2. LISTING OF ALL COURSES

All existing courses that are to be included in the concentration or certificate must be listed in their catalog description format. See Section II. Part 1. CATALOG DESCRIPTION OF THE COURSE for a detailed listing of the required information. New courses being proposed to be included must also provide under separate approval all of the information requested under Section II. COURSE ADDITION.

3. CATALOG DESCRIPTION OF THE PROGRAM

A copy of the current catalog description printed from the University Acalog catalog must be attached to the proposal and show any changes to the catalog description marked in red. Changes would include identifying where the concentration or certificate should be listed in the program description, how the concentration or certificate should be listed, and a listing of courses that make up the concentration or certificate.

IV. DEGREE OR PROGRAM ADDITION

Note: The Curriculum and Course Approval page must be included for signature purposes. In the section for the New or Modified Listing for the Catalog insert in the Title space the following: “N/A new degree or program” (whichever applies). In the New or Modified Catalog Description space insert the following: “See attached”.

PROPOSAL FORMAT

A proposal to add a new degree or program should follow the instructions provided by the Tennessee Higher Education Commission:

<http://www.utc.edu/Administration/SACS/ComplianceReports/Documentation/CR272/THEC%20Prog%20Proposal%20Format5-06%20-%20Doc%207.pdf>.

V. COURSE MODIFICATION

NOTE: Faculty proposing to modify a course should consult with the Registrar’s Office before initiating the proposal as a means to determine if a full course proposal is required or the shorter modification version can be used. Consulting with the Registrar’s Office prior to submitting a proposal will aid in expediting the proposal through the review and approval process.

PROPOSAL FORMAT

A proposal for MODIFICATION of a course should include:

1. CATALOG DESCRIPTION

Provide the course description as it appears in the current Graduate Catalog. If changes to the course description are proposed, provide the description with the changes.

2. ITEMIZED LIST AND DESCRIPTION OF CHANGES

Potential items to be modified:

- Course title
- Course description
- Course outline
- Course objectives
- Prerequisites
- Semester offered

3. JUSTIFICATION

Sufficiently detailed reasons should be presented to justify modification of the course. Special attention should be devoted to detailing how the modification enhances the quality of the course. Avoid nonspecific statements as justifications.

4. CATALOG DESCRIPTION

A copy of the current catalog description printed from the University Acalog catalog must be attached to the proposal and show any changes to the catalog description. For

example, changes in the catalog description resulting from changing a course number or title, changing the program description or other similar changes. Changes should be marked in red on the Acalog catalog copy. Curriculum and course changes that do not result in a change in the catalog description only require a statement to that effect under this heading in the Course Proposal.

NOTE: Course modifications must be approved down to and through the Dean of the Graduate School in the processing order.

VI. COURSE DEACTIVATION

PROPOSAL FORMAT

A proposal for DEACTIVATION of a course should be submitted for any course being dropped from a curriculum. A proposal for DEACTIVATION of a course must include:

1. CATALOG DESCRIPTION

Provide the course description as it appears in the current Graduate Catalog (also identical to the course approval form).

2. JUSTIFICATION

A brief justification for deletion of the course must be provided. If the course is a required course, the justification must address how current students will be accommodated.

3. Course deactivations must be approved down to and through Dean of the Graduate School in the processing order.