

The University of Tennessee at Chattanooga
Academic Affairs
Curriculum and New Program Proposal Protocols

Curriculum Proposals¹

Undergraduate	Graduate
Department/college faculty, department head(s), dean(s)	Department/college faculty, department head(s), dean(s)
Distance Education Council, if applicable ²	Distance Education Council, if applicable ²
Registrar	Registrar
University Curriculum Committee	Graduate Council Curriculum Committee
Associate Provost ³	Graduate Council
Faculty Senate	Associate Provost ³
	Faculty Senate Executive Committee

¹Curriculum proposals, such as new courses, program revisions, information items – not new programs or substantive changes.

² Proposals that have online or distance learning components should be submitted to the Distance Education Council for recommendation to the Provost.

³ If lab fees, distance education components, or significant changes to a course or an existing program are proposed, the Associate Provost will forward the proposal to the Provost for review prior to the appropriate curriculum committee.

Substantive Changes and New Program Proposals

1	Provost approval to proceed with development of proposal
2	Provost informs Chancellor of intent to create new program
3	Letter of notification from Provost to UT VPAA for THEC
4	SACS Liaison reviews for substantive change
5	Distance Education Council review and recommendation to Provost
6	Letter of intent from Chancellor to SACS COC President at least 6 months prior to implementation
7	Campus approvals via normal procedure (for UT and THEC, formal proposal template must be used)
8	Provost approves proposal
9	Provost and UT VPAA arrange for consultant visit (graduate programs)
10	Provost sends approved proposal to UT VPAA for BOT agenda two months prior to meeting (Aug. for fall meeting, Jan. for winter meeting, April for June meeting)
11	Prospectus to SACS at least three months prior to implementation, if required
12	Proposal sent to THEC by UT VPAA (Jan. and July meetings only)