

Guidelines for Undergraduate Curriculum Proposals

The following guidelines are for undergraduate curriculum proposals only. Those who wish to modify a course identified as fulfilling a General Education requirement must also submit the proposed change to the General Education Committee. For guidelines regarding general education proposals or graduate curriculum proposals please refer to:

- General Education Proposals: <http://www.utc.edu/general-education/>
- Graduate Curriculum Proposals: <http://www.utc.edu/graduate-school/faculty-resources/proposal.php>

Creating a Curriculum Proposal

To create a curriculum proposal:

1. Draft a curriculum proposal following the guidelines provided below. Proposal requirements and due dates are organized by the type of change your department is making. The proposal must be reviewed and accepted by faculty of the department or program initiating the proposal. A place is provided in the proposal form to include the date of the department review and record the faculty vote. Unanimous approval of the voting faculty is not required.
2. Access the Undergraduate Curriculum Proposal Center through your Office 365 account. Once in Office 365:
 - a) Click on the SharePoint icon
 - b) In the “Search in SharePoint” box (upper left corner), type in *Undergraduate Curriculum Proposal Center*
 - c) If you click of the “Follow” button in the top right corner, this SharePoint site will always appear on your SharePoint home page and you won’t have to search for it again.



3. Select the type or types of changes you are making to your department’s curriculum.
4. Fill in the required proposal information, as prompted by the forms on SharePoint.
5. Start the proposal workflow following the directions posted in the SharePoint site. The Records Office will review the proposal and will contact you if additional information is needed. Once the review is complete, the proposal will be moved forward in SharePoint through the approval process. The proposal will be directed to the following entities for approval: department head, other affected departments,¹ college curriculum committee, college Dean, Associate Provost, Provost (if the change includes the addition of a lab fee),

¹ Proposals must be reviewed and accepted by departments or programs whose students or faculty will be affected by the proposal. If your course serves as a prerequisite or corequisite for a course taught in another department, the other department is considered an affected department. To identify affected departments, use the search engine in the catalog and/or consult the Records Office. Disapproval by any of these affected departments will not stop the proposal from moving forward through the SharePoint workflow.

University Curriculum Committee, and Faculty Senate. New degrees or programs also require the approval of the Board of Trustees. This is a separate approval process. Contact the Records Office for more information.

Departments submitting multiple changes/proposals at the same time are encouraged to bundle the changes into one large proposal.

Questions about how to prepare curriculum proposals should be directed to the Records Office. Departments are encouraged to work with the Records Office prior to submitting a proposal to ensure all the required information is provided. **Proposals that are lacking the required information will be returned to departments and maybe significantly delayed.**

Departments are encouraged to submit proposals well in advance of the deadlines.

Types of Curriculum Proposals

A New Course

Note: Faculty Senate limits the use of provisional courses listed under the 1999r or 4999r numbers. Departments may offer these provisional courses no more than two times in a five-year period after which time a new course proposal is to be submitted for Faculty Senate approval. This allows faculty to teach a new course on an experimental basis before submitting a Formal Proposal to add the course.

	Type of Proposal	Required Information	Due Date
Form: Full Proposal for a Course	New Course Add a new course to your department's catalog offerings. Contact the Records Office in advance to identify the new course number.	<ul style="list-style-type: none"> • Course Name • Course Number • Credit hours awarded for the course • Prerequisites or corequisites (if appropriate) • Proposed catalog description • Instructional method • How the course will be graded • Sample syllabus adhering to the UTC Course Syllabus Checklist² • Rational for adding the new course • A description of where the new course fits in the program's curriculum (required course, elective, etc). • Updated curriculum maps 	Sept 15 – for new courses seeking general education certification ³ Oct 15 – for changes to take effect next fall Mar 1 – for changes to take effect next spring

² For an up-to-date checklist visit: <http://www.utc.edu/walker-center-teaching-learning/information-services/syllabus-resources.php>

³ A separate proposal is needed for General Education certification.

		<ul style="list-style-type: none"> • Updated Clear Path Showcases for new required courses • If a laboratory fee will be assessed or not 	
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Changes to an Existing Course

	Type of Proposal	Required Information	Due Date
Form: Full Proposal for a Course	Credit Hours: Change the credit hours awarded for the course.	<ul style="list-style-type: none"> • Course Name • Course Number • Credit hours awarded for the course • Prerequisites or corequisites (if appropriate) • Old catalog description⁴ • Proposed catalog description • Rational for making the change(s) 	Oct 15 – for changes to take effect next fall
Full Proposal for a Course	Course Number: Change the course number.	<ul style="list-style-type: none"> • Course Name • Course Number • Credit hours awarded for the course 	Oct 15 – for changes to take effect next fall
Full Proposal for a Course	Pre & Corequisites: Change the course's prerequisites and/or corequisites.	<ul style="list-style-type: none"> • Prerequisites or corequisites (if appropriate) • Old catalog description⁵ • Proposed catalog description 	Mar 1 – for changes to take effect next spring
Information Item	Rename: Change the name of a course.	<ul style="list-style-type: none"> • Rational for making the change(s) 	

⁴ Be sure to copy the catalog description from the most recent Undergraduate Catalog available on the Records Office Web site.

⁵ Be sure to copy the catalog description from the most recent Undergraduate Catalog available on the Records Office Web site.

Information Item	Catalog Description: editorial changes to the catalog text for clarity, or to reflect approved policies, procedures and requirements.		
Information Item	Cross List: Cross-list an existing course.		
Full Proposal for a Course	Fees: Add or remove a lab or course fee from an existing course.		
Full Proposal for a Course	Course Content: Significantly modify course content through the addition or removal of topics embodied in the original course proposal.	<ul style="list-style-type: none"> • Course Name • Course Number • Credit hours awarded for the course • Prerequisites or corequisites (if appropriate) • Old catalog description⁶ • Proposed catalog description • Instructional method • How the course will be graded • Sample syllabus adhering to the UTC Course Syllabus Checklist⁷ • Rational for changing the course content 	Sept 15 – for courses that are general education certified ⁸ Oct 15 – for changes to take effect next fall Mar 1 – for changes to take effect next spring

Deactivation

	Type of Proposal	Required Information	Due Date
Information Item	Deactivate a course: Remove a course from your department's catalog offerings.	<ul style="list-style-type: none"> • Rational for deactivating the course • Updated curriculum maps • Updated Clear Path Showcases for deactivated courses that previously served as required courses 	Oct 15 – for changes to take effect next fall Mar 1 – for changes to

⁶ Be sure to copy the catalog description from the most recent Undergraduate Catalog available on the Records Office Web site.

⁷ For an up-to-date checklist visit: <http://www.utc.edu/walker-center-teaching-learning/information-services/syllabus-resources.php>

⁸ A separate proposal is needed for General Education certification.

		<ul style="list-style-type: none"> • A teach-out plan or a blanket petition for a course that is required in a major, minor, or certificate or serves as a prerequisite or corequisite for another course at UTC 	take effect next spring
Information Item	Deactivate a major, concentration, or minor: Remove a major, concentration, or minor, from your department's catalog offerings.	<ul style="list-style-type: none"> • Rational for deactivating the course • A teach-out plan for students already enrolled in the major, minor, concentration, or certificate 	Oct 15 – for changes to take effect next fall

Changes to an Existing Major/Concentration/Minor

	Type of Proposal	Required Information	Due Date
Full Proposal for Program	Change requirements for an existing major: Add a new course to major requirements, revise list of courses in major requirements, remove a deactivated course from major requirements, or other changes to program requirements.	<ul style="list-style-type: none"> • Description of, and rationale for, changes to major requirements • Old catalog description of major requirements⁹ • Proposed catalog description of major requirements • Updated curriculum maps • Updated Clear Path Showcases 	Oct 15 – for changes to take effect next fall
Full Proposal for Program	Change requirements for an existing minor: Add a new course to minor requirements, revise list of courses in minor requirements, remove a deactivated course from minor requirements, or other changes to program requirements.	<ul style="list-style-type: none"> • Description of, and rationale for, changes to minor requirements • Old catalog description of minor requirements¹⁰ • Proposed catalog description of minor requirements 	Oct 15 – for changes to take effect next fall

⁹ Be sure to copy the catalog description from the most recent Undergraduate Catalog available on the Records Office Web site.

¹⁰ Be sure to copy the catalog description from the most recent Undergraduate Catalog available on the Records Office Web site.

	Type of Proposal	Required Information	Due Date
Full Proposal for Program	Change requirements for an existing concentration: Add a new course to concentration requirements, revise list of courses in concentration requirements, remove a deactivated course from concentration requirements, or other changes to program requirements.	<ul style="list-style-type: none"> • Description of, and rationale for, changes to concentration requirements • Old catalog description of concentration requirements¹¹ • Proposed catalog description of concentration requirements 	Oct 15 – for changes to take effect next fall
Full Proposal for Program	Change admission requirements or continuation standards for a major, concentration, or certificate	<ul style="list-style-type: none"> • Description of, and rationale for, changes to admission requirements or continuation standards • Old catalog description of admission requirements or continuation standards¹² • Proposed catalog description of admission requirements or continuation standards 	Oct 15 – for changes to take effect next fall

New Major/Concentration/Minor

	Type of Proposal	Required Information	Due Date
Full Proposal for Program	Create a new major	<ul style="list-style-type: none"> • Description of, and rationale for, creating a major • Proposed catalog description of major requirements • Curriculum maps • Clear Path Showcases 	Oct 15 – for changes to take effect next fall
Full Proposal for Program	Create a new minor	<ul style="list-style-type: none"> • Description of, and rationale for, creating a minor • Proposed catalog description of minor requirements 	Oct 15 – for changes to take effect next fall

¹¹ Be sure to copy the catalog description from the most recent Undergraduate Catalog available on the Records Office Web site.

¹² Be sure to copy the catalog description from the most recent Undergraduate Catalog available on the Records Office Web site.

**Full Proposal
for Program**

**Create a new
concentration**

- Description of, and rationale for, creating a concentration
- Proposed catalog description of concentration requirements

Oct 15 –
for
changes to
take effect
next fall