

## Curriculum Committee Proposal Checklist

Note: THEC Policies and Checklists and TTU Policies and Forms are available at  
[https://www.tntech.edu/provost/new\\_programs\\_and\\_program\\_modifications.php](https://www.tntech.edu/provost/new_programs_and_program_modifications.php)

| PROPOSAL TYPE / COURSEDOG PROPOSAL: <i>bold type indicates the Courseedog proposal form to use</i> | PROPOSAL MEMO | Syllabus | Semester by Semester Curriculum Degree Map | Concentration Comparison Table: Presidents website under standing committees | THEC FORM(S) - Note: multiple forms may be listed in this column.       | COVER LETTER FROM CHIEF ACADEMIC OFFICER *** |
|--|---------------|----------|--|--|---|--|
| <b>New Course</b>  | x             | x        |  |  |   |  |
| <b>Course Change</b>   | x             | x        |  |  |   |  |
| <b>Course Deletion</b>   | x             |          |  |  |   |  |
| <b>Curriculum Change</b>   | x             |          | x  |  |   |  |
| <b>Program Change *</b>  |               |          |  |  |   |  |
| Credit Hours   | x             |          | x  |  | A1.5E, Internal Cover Form  | x  |
| Delivery Mode  | x             |          |  |  | A1.5H, Internal Cover Form  | x  |
| Name Change  | x             |          |  |  | A1.5B (Program), A1.5C (Concentration), Internal Cover Form             | x  |
| Inactivation of a Program  | x             |          |  |  | A1.5I (a teachout plan is part of this form), internal cover form       | x  |
| Reactivation of a Program  | x             |          |  |  | A1.5J, internal cover form  | x  |
| <b>Termination of Program or Concentration</b>   | x             |          |  |  | A1.5K, Internal Cover Form **   | x  |
| <b>Program Modification *</b>  |               |          |  |  | <b>Note: THEC Approval is required for all program modifications</b>    |  |
| Adding academic Program degree designation to an existing program                                  | x             |          |  |  | A1.1 Checklist, Financial Projections Form, TN Tech Internal Cover Form | x  |
| Changing an academic program degree designation  | x             |          |  |  | A1.1 Checklist, Financial Projections Form, TN Tech Internal Cover Form | x  |
| Est. free-standing academic program from an existing concentration                                 | x             |          |  |  | A1.1 Checklist, Financial Projections Form, TN Tech Internal Cover Form | x  |
| Changing CIP Code  | x             |          |  |  | A1.1 Checklist, Financial Projections Form, TN Tech Internal Cover Form | x  |
| Consolidating 2 or more existing academic programs into 1  | x             |          |  |  | A1.1 Checklist, Financial Projections Form, TN Tech Internal Cover Form | x  |
| Creating joint degree program from programs already approved at each participating institution     | x             |          |  |  | A1.1 Checklist, Financial Projections Form, TN Tech Internal Cover Form | x  |
| <b>New Program (major) *</b>   | x             |          |  |  | A1.0, LON, NAPP (see THEC LON and NAPP Checklists)                      | x  |
| New concentration within existing program  | x             |          | x  | x  | A1.5D, Internal Cover Form  | x  |
| New Certificate  | x             |          |  |  | A1.5A, Internal Cover Form  | x  |
| <b>New Minor or Minor Deletion</b>   | x             |          |  |  | For minor deletion - phase out dates needed along with a teachout       |  |

\* Academic Council and Provost's approval required prior to submission to THEC

\*\* Need phase out begin and end date

\*\*\* Academic Affairs will complete this.

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Links to Forms:

[Syllabus Template: https://www.tntech.edu/handbooks/faculty/syllabus.php](https://www.tntech.edu/handbooks/faculty/syllabus.php)

[Concentration Comparison Table: https://www.tntech.edu/committees/acadcouncil/curriculum/index.php](https://www.tntech.edu/committees/acadcouncil/curriculum/index.php)

- Use the dropdown menu at the bottom of the page “Forms.”
- Use TTU Concentration Comparison Table 120 Credit Hours – make sure that the credit hours total the required
- I pasted a sample from Chemical Engineering at the end of this document.

[THEC Forms: https://www.tntech.edu/provost/new\\_programs\\_and\\_program\\_modifications.php](https://www.tntech.edu/provost/new_programs_and_program_modifications.php)

- Make certain to use this website for the most current version of the forms.
- Answer each question as completely and succinctly as possible.

[THEC: Financial Projections Form: https://www.tntech.edu/provost/new\\_programs\\_and\\_program\\_modifications.php](https://www.tntech.edu/provost/new_programs_and_program_modifications.php)

[Internal Cover Form: https://www.tntech.edu/provost/new\\_programs\\_and\\_program\\_modifications.php - near bottom of page.](https://www.tntech.edu/provost/new_programs_and_program_modifications.php)

[LON Internal Cover Form: https://www.tntech.edu/provost/new\\_programs\\_and\\_program\\_modifications.php = near bottom of](https://www.tntech.edu/provost/new_programs_and_program_modifications.php)

[NAPP – under AI.1 - https://www.tntech.edu/provost/new\\_programs\\_and\\_program\\_modifications.php](https://www.tntech.edu/provost/new_programs_and_program_modifications.php)