

# CURRICULUM PROPOSAL SUBMISSION GUIDE

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

<b>PROPOSAL TYPE -</b> Words in CAPS represent title of form to use in Course Dog	<b>Proposal Memo</b>	<b>Syllabus</b>	<b>Semester by Semester Curriculum Map</b> (Sample on next page)	<b>Concentration Comparison Table</b> (This is a link; use forms dropdown)	<b>THEC Form</b> (This is a link)	<b>Internal Cover Form</b> (This is a link)
<b>NEW COURSE</b> <sup>1</sup>	✓	✓				
<b>COURSE CHANGE</b>	✓	✓				
<b>COURSE DELETION</b>	✓					
<b>CURRICULUM CHANGE</b> (If also name change, do not submit this form. Use Program Change form.)	✓		✓	✓		
<b>PROGRAM CHANGE</b> <sup>2</sup>						
<b>Credit Hours</b>	✓				A1.5E	✓
<b>Delivery Mode</b>	✓				A1.5H	✓
<b>Name Change - Program or Concentration</b> (If also a curriculum change - submit this form only and attach a curriculum map.)	✓		✓	✓	A1.5B Program	✓
<b>New Concentration within existing program</b>	✓		✓		A1.5C Concentration	✓
<b>Inactivation of a Program</b> <sup>3</sup>	✓				A1.5D	✓
<b>Reactivation of a Program</b>	✓				A1.5I	✓
<b>Termination of a Program or Concentration</b> <sup>3</sup>	✓				A1.5J	✓
<b>New certificate</b> <sup>2</sup> USE NEW PROGRAM FORM IN COURSE DOG.	✓				A1.5K	✓
<b>NEW MINOR OR MINOR DELETION</b>	✓	<i>Note: 1. Must go through Academic Council. 2. For minor deletion, phase out dates &amp; teach out plan needed.</i>				

1. You must have prior approval of new course number by Registrar's Office. Email Mary at mamccaskey@tntech.edu

2. Academic Council and Provost's approval required prior to submission to THEC.

3. Need phase out begin and end date and a teach out plan.

## COURSE DOG FAQs AND TIPS:

- **Can I submit more than one course change, new course or one course deletion in a single Course Dog proposal?**
  - You can attach one memo with all course changes, new courses or course deletions listed in the memo, but each new course, course change, or course deletion requires a separate Course Dog submission.
- **If I am changing a course required in my curriculum, what type of proposal should I submit in Course Dog?**
  - This is a curriculum change and should be submitted as such with a semester-by-semester curriculum map attached along with your proposal memo.
- **If I want to combine two or more concentrations into one, which form should I use?**
  - Submit a Program Change Form in Course Dog for each concentration terminated; submit a separate Program Change Form for the new concentration within an existing program. Be sure to include a separate teach out plan for each concentration that you are terminating. It must be a separate file for each program terminated.
- **What is the best time saving advice for submitting proposals in Course Dog?**
  - Use "Copy From\_\_\_\_\_" at the top of the proposal page. It will fill in all previous information about a course, concentration, program - even a previously submitted proposal!