

**UNIVERSITY CURRICULUM COMMITTEE (UCC)  
TENNESSEE TECH UNIVERSITY**

**Guidelines for UCC Proposal Submission**

The following guidelines are based on the usages of the Curriculum Committee over a period of many years and on the administrative requirements of the Registrar's Office with respect to catalogs, semester schedules of classes, and student records. They are intended to assist the various academic units to prepare proposals which will present the least amount of unnecessary confusion when considered by the Curriculum Committee.

If your submission needs additional edits, we will work to assist you with suggested corrections.

**General Considerations**

1. The purpose of the following guidelines is to make the course offerings of the various departments as clear as possible to the reader. Information which will go in the catalog should be concise, not exhaustive. Any further information which the Curriculum Committee might find useful in acting on a proposal should be included in the justification.
2. Avoid needless duplication. If your students need a particular subject matter, please evaluate and determine whether the subject matter is offered elsewhere on campus before proposing a course addition. The UCC chair and admin staff will assist with this process if needed.
3. Professional courtesy requires that any possible conflict with existing courses or programs be resolved before new courses or programs are added. In like manner, if you propose to add or delete courses from your curriculum offered by another department, please consult with that department beforehand. Moreover, if you propose deleting a course required or heavily utilized by another department, please consult with that department beforehand.
4. Any changes made become effective with the new edition of the catalog. If another effective date for proposed changes is desired, please so state on the proposal. If an earlier date is requested, please provide an explanation or justification for request.
5. The procedures of UCC require that agenda items (other than new programs) be distributed to members at least one week prior to the meeting at which they are to be acted upon. Please submit all memos as a WORD document and any attachments as a Word document or PDF with an email message to Karin Kopinski-Gilbert ([kkqilbert@tntech.edu](mailto:kkqilbert@tntech.edu)) in the Office of Provost. Agenda items requiring one-week distribution prior to the meeting must be submitted by the Wednesday prior to the Thursday committee meeting.

**Specific Considerations:**

1. Each proposal should begin with a heading containing four items: the address, the provenance of the proposal, the date of the proposal, and the type of material contained in the proposal.

- The proposal must be addressed to the Curriculum Committee, not to an individual.
  - The proposal must come from the academic unit with responsibility for the material contained in the proposal, unless the proposal deals with university requirements, in which case it may come from any academic unit affected by those requirements. It may not come from an individual. The academic unit submitting the proposal should be clearly indicated in the heading, e.g., Dr. Jane Doe, Chairperson, Department of XYZ.
  - All proposals must have prior approval by their college/school curriculum committee.
  - Each proposal must bear the day, month, and year of submission.
  - Each proposal should indicate in the heading the type(s) of material contained in the proposal, e.g., Curricular Changes, Course Changes, or New Degree Program in XYZ.
  - Proposals should follow the listing as (1) Course Additions (if none, so state), (2) Course Deletions, (3) Course Changes, and finally the (4) Curriculum Changes. For each proposed change, it should include four components: a description of proposed change; Justification; Financial Impact; and Effective Date. See Appendix A.
2. Course and Curricular Changes:  
The ordinary business of the Curriculum Committee consists of requests for course changes and curricular changes.
- Course changes include: the addition of a new course; the deletion of an existing course; changes in an existing course's level, title, credit, prerequisites/co-requisites or content in a substantive way.
  - Curricular changes include: adding or deleting requirements to the program, shifting courses from one year to another, or altering the emphasis or direction of a program. Changes should be submitted on the curriculum sheet with deleted courses crossed out and new courses or changes added in.
3. Proposals for new degree programs must follow policies set by the Tennessee Higher Education Commission. Please refer to THEC Policy A1.0 New Academic Programs: Approval Process and Policy A1.1 Academic Program Modifications for detailed requirements. The THEC policies and checklists, and other forms are available on THEC's website (<https://www.tn.gov/the/bureaus/academic-affairs/program-approval---academic-policies/academic-policies--checklists-and-forms.html>) and TTU's Office of the Provost website.
4. Requests for a THEC Academic Action Notification items must be reported to THEC on the THEC Academic Action Notification Forms along with the proposal to the University Curriculum Committee. The proposal should include justification, financial impact, implementation date, and phase-out date (if applicable). THEC Policy A1.5 Academic Actions Notification and related forms can be found on the TTU Provost's Office website.
5. Additions or changes such as new minors, certificates, concentrations, concentration deletions, concentration name changes, and new programs will require a separate memo as these items will go to academic council for an additional approval process.

6. For course addition or substantive changes to an existing course, a course syllabus must be included. Course syllabus must meet TTU course syllabus requirements which are available at the Provost's Office website. All course changes require Course Checklist.
7. Non-substantive items must be submitted to the committee, but are for information purposes only, not for action. They must be submitted to ensure that they are, indeed, non-substantive. When in doubt, include such items in a regular proposal.

### **Examples**

The following are examples of proposed course additions, course deletions, course changes, and curriculum changes.

#### **Course Addition:**

1. FIN 4470. Investment Challenge I. Lec. 3. Credit 3.

Prerequisites: Permission of instructor. Advanced portfolio theory through actual management of a real investment portfolio. Enrollment in Junior- and Senior-level FIN courses requires Junior Standing. All business majors must have completed the Basic Business Program.

Justification: Investment Challenge has previously been offered as FIN 4990-005 (Special Topics). The special topics course has been offered Fall and Spring semesters since Spring 1999. The course has also been offered one summer session.

The students in this course manage the TTU TVA Investment Challenge portfolio, a portion of the TVA Nuclear Decommissioning Fund. Investment and portfolio management theory are used to manage an equity portfolio.

Financial Impact: The addition of FIN 4470-80 will require no additional resources. The course name changes should become effective as soon as feasible.

Effective Date: \_\_\_\_\_

#### **Course Deletion:**

1. PHYS 3602. Classical Mechanics. Lec. 3. Credit 3.

Justification: To provide an additional course in quantum mechanics requires a corresponding cutback somewhere else. The department feels that the current PHYS 3610-3620 sequence can be cut back to one semester and still allow the critical topics in classical mechanics to be covered.

Financial Impact: None

Effective Date: \_\_\_\_\_

#### **Course Change:**

1. FROM: ENGR 3120. Solid Modeling. Lec. 2. Lab. 2. Credit 3.

Prerequisite: ENGR 1110, CEE 3110. (CEE 3110 may be taken concurrently.)  
Introduction to computer-aided 3D solid modeling.

TO: ENGR 3120. Solid Modeling                      Lec. 2. Lab. 2. Credit 3.

Prerequisite: ENGR 1110, ENGR 1120, CEE 3110. (CEE 3110 may be taken concurrently.) Introduction to computer-aided 3D solid modeling.

Justification: ENGR 1120 – Programming for Engineers introduces students to programming concepts that would be needed in ENGR 3120 – Solid Modeling. It would also assure that students complete the ENGR 1120 course prior to their last semester.

Financial Impact: None

Effective Date: \_\_\_\_\_

### Curriculum Change:

1. FROM: Requiring at least one of the following two courses:

MATH 2120. Differential Equations (credit 3), or  
MATH 3810. Complex Variables (credit 3).

TO: Requiring **both of the courses and decreasing the credit hours for Electives by 3:**

MATH 2120. Differential equations (credit 3). **(in Sophomore Year)**  
MATH 3810. Complex Variables (credit 3). **(in Junior Year)**

Justification: Requiring both Differential Equations course and the Complex Variables course would ensure that our majors are exposed to both of these important areas of mathematics. **Curriculum Change sheet is attached** (See Appendix B).

Financial Impact: None

Effectiveness Date: \_\_\_\_\_

In the examples given above, please note the following presentation features:

#### 1. Courses

- 1) The abbreviation for the discipline is given first, in the form in which it will appear in class schedule and on student's transcript.
- 2) Course title as it will appear in the catalog. Course titles should be limited to 30 spaces if possible in order to avoid possibly confusing abbreviations in class schedule and on student transcript. Special Topics titles should be limited to 40 spaces.
- 3) **A course number used for another course in the same discipline cannot be used again.** Please contact the Registrar's Office to find out if a course number has been used in the last ten years.
- 4) For each course, indication should be made of the number and type of hours involved in the course, e.g., Lec. (lecture), Lab. (laboratory), Sem. (seminar), Ind.

(Independent Study), Int. (internship), Pra. (Practicum), Rct. (Recitation), Stt. (Student Teaching), or Stu. (Studio). Please refer to Policy 222 Credit Hour policy (under Policy Central).

## 2. Course Changes and Curriculum Changes

- 1) For course addition and course change, list any prerequisites/corequisites below the course line, using the disciplinary abbreviation and course number as they appear in the semester schedules of classes, not the course title, e.g., use BIOL 3530, not Animal Physiology.
- 2) The course description should immediately follow the prerequisite/corequisite statement.
- 3) Course descriptions should be limited to 140 spaces. Avoid unnecessary phrases. Complete sentences are not necessary.
- 4) Course syllabus for a new course should accompany with the request. Follow the university's course syllabus requirement (found on the Provost's Office website).
- 5) For deletions, it is not necessary to give complete information. The disciplinary abbreviation, course number and course title are sufficient.
- 6) For changes in course and curriculum, list first the existing version, then, on a separate line(s), the proposed change. Show the changes in red.

## 3. Justification

Under the sub-heading "Justification", include the reasons for proposing the changes desired, and any additional information which you believe might be of assistance to the members of the committee in acting upon the proposal. In addition, state how the proposed changes(s) relate to the departmental student outcomes goals and the financial impact of these changes. In some cases, it is the tendency to tailor curricula for faculty expertise instead of student outcomes. Please be conscious of this concern as curricular changes are pursued.

## 4. Financial Impact

Under the sub-heading "Financial Impact", include the resources needed for the proposed change. Specify None if no additional resources are required.

## 5. Effective Date:

Under the sub-heading "Effective Date", indicate anticipated effective date of proposed changes. For course changes, the effective date can be as soon as the next semester after the UCC approval. The earliest effective date for a curriculum change is the following academic year when a new version of catalog is effective. The summer term begins the academic year and will need to be taken into consideration when planning effective dates for changes.

January 1981; Revised 9/19/89; 9/1993; 11/1993; 9/1995; 2/1999; 2003; 6/2014; 2/2023

## Appendix A -- Sample of UCC Memo

Department/College/School Name

**To:** University Curriculum Committee

**Via:** (Name of College Curriculum Committee)

**From:** (Name of Director/Chair/Dean, Title, and College/Department/School)

**Date:** (Date the college committee met)

**RE:** (State reason for memo)

### **I. Course Additions:**

1.

Justification:

Financial Impact:

Effective Date:

### **Course Deletions:**

1.

Justification:

Financial Impact:

Effective Date:

### **II. Course Changes:**

1.

Justification:

Financial Impact:

Effective Date:

### **III. Curriculum Changes:**

1.

Justification:

Financial Impact:

Effective Date:

## Appendix B – Sample Curriculum Sheet

### Mathematics (B.S. in MATH)

Freshman Year	credit hours	Sophomore Year	credit hours
MATH 1910 - Calculus I	4	Humanities/Fine Arts Elective	3
MATH 1920 - Calculus II	4	Social/Behavioral Science Electives	6
ENGL 010 - Writing I	3	MATH 2010 - Matrix Algebra	3
ENGL 1020 - Writing II	3	MATH 2110 - Calculus III	4
Approved Natural Science Sequence	8	MATH 2120 - Differential Equations <b>OR</b>	3
Humanities/Fine Arts Elective	3	<del>MATH 3810 – Complex Variables</del>	<del>3</del>
MATH 1020 - First-Year Connections Electives	6	MATH 3400 - Intro to Concepts of Mathematics	3
<b>Total: 31</b>		ENGL 2130 - American Literature <b>OR</b>	
		ENGL 2230 - British Literature <b>OR</b>	
		ENGL 2330 - World Literature	3
		PC 2500 - Communicating in the Professions <b>OR</b>	
		SPCH 2410 - Intro Speech Communication	3
<b>Junior Year</b>	<b>credit hours</b>	ENGR 1120 - Programming for Engineers <b>OR</b>	2
<del>MATH 3810 – Complex Variables</del>	<del>3</del>	CSC 2100 - Intr to Problem Solving and Computer Programming	
MATH 4010 - Modern Algebra I	3	<b>AND</b>	
MATH 4530 - Linear Algebra I	3	CSC 2101 - Problem Solving and Computer Programming Lab	3+1 = 4
MATH 4470 - Probability and Statistics I	3	<b>Total: <del>30-34</del> 30 or 32</b>	
MATH 3430 - College Geometry <b>OR</b>			
MATH 4410 - Differential Geometry <b>OR</b>		<b>Senior Year</b>	<b>credit hours</b>
MATH 4310 - Introduction to Topology I	3	MATH 4110 - Advanced Calculus I	3
HIST 2010 - American History I	3	Mathematics	9
HIST 2020 - American History II	3	Electives	17 or 15
Mathematics	3		
Electives	<del>9</del> 6	<b>Total: <del>29-27</del> 29 or 27</b>	
<b>Total: 30</b>			