CURRICULUM PROPOSAL SUBMISSION GUIDE

THEC and TTU Policies and Checklists are available: https://www.tntech.edu/provost/new_programs_and_program_modifications.php

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

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!