

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

PROPOSAL TYPE / COURSEDOG PROPOSAL - the bold type indicates the Coursedog proposal form to use	PROPOSAL MEMO	CURRICULUM MAP SEMESTER-BY-SEMESTER	THEC FORM(S)	COVER LETTER FROM CHIEF ACADEMIC OFFICER
New Course	x			
Course Change	x			
Course Deletion	x			
Curriculum Change	x	x		
Program Change			A1.5	
Credit Hours	x	x	A1.5E, Internal Cover Form	x
Delivery Mode	x	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, internal cover form, teachout plan	x
Reactivation of a Program	x		A1.5J, internal cover form	x
Termination of Program or Concentration	x		A1.5K, Internal Cover Form	x
Program Modification			Note: THEC Approval is required for all program modifications	
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
New Program (major)	x	x	A1.0, LON, NAPP (see THEC LON and NAPP Checklists)	x
New concentration within existing program	x	x	A1.5D, Internal Cover Form	x
New Certificate	x	x	A1.5A, Internal Cover Form	x
New Minor or Minor Deletion	x			