

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 - <i>Words in italics represents the form to use in Course Dog</i>	Proposal Memo	Syllabus	Semester by Semester Degree Map	Concentration Comparison Table	THEC Form(s)		Cover Letter from Provost (Academic Affairs completes this)
					Type	Internal Cover	
<i>New Course</i>	✓	✓					
<i>Course Change</i>	✓	✓					
<i>Course Deletion</i>	✓						
<i>Curriculum Change</i> (if also name change - see below)	✓	✓	✓				
<i>Program Change *</i>	NOTE: THEC Notification is required for Program Changes						
Credit Hours	✓		✓		A1.5E	✓	✓
Delivery Mode	✓				A1.5H	✓	✓
Name Change ** (with a curriculum change - submit this form only)	✓				A1.5B (program)	✓	✓
	✓				A1.5C (concentration)	✓	✓
New Concentration within existing program	✓		✓	✓	A1.5D	✓	✓
Inactivation of a Program **	✓				A1.5I	✓	✓
Reactivation of a Program	✓	✓	✓		A1.5J	✓	✓
Termination of a Program or Concentration **	✓				A1.5K	✓	✓
New certificate <i>use New Program form in Course Dog.</i>	✓				A1.5A	✓	✓
<i>New Minor or Minor Deletion</i>	✓	Note: For minor deletion - phase out dates and teach out plan needed					

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

** Need phase out begin and end date and a teach out plan

COURSE DOG TIPS AND LINKS

Note: All links work



Concentration Comparison Table

<https://www.tntech.edu/committees/acadcouncil/curriculum/index.php>
(Under the Forms dropdown menu)



Save Time - Use "Copy From Course"

This function inserts entries from a current course into a new course proposal or course modification



Link to THEC & TTU Policies and Forms

https://www.tntech.edu/provost/new_programs_and_program_modifications.php



Save Time - Use "Copy From Program"

This function inserts entries from a current program into a new program proposal or program change.



Syllabus Template

<https://www.tntech.edu/handbooks/faculty/syllabus.php>



Save Time - Use "Copy From Proposal"

This function inserts entries from a previously submitted Course Dog proposal into a new proposal

Sample Semester by Semester Curriculum Degree Map

CATALOG YEAR: 2023-2024

MAJOR: Chemical Engineering
Concentration: Energy and the Environment

The major map illustrates one path to completing your major, based on faculty members' advice on course sequence and course schedule. This document provides general direction.

Course	Cr. Hrs.	Course	Cr. Hrs.
FIRST YEAR			
Semester: Fall Total Credit Hours: 14		Semester: Spring Total Credit Hours: 15	
CHE 1010 Intro to Chemical Engineering	1	CHE 1020 CHE Processes, Products, & Ethics	1
MATH 1910 Calculus I	4	MATH 1920 Calculus II	4
ENGR 1120 Programming ¹	2	ESS 1100 Intro to Environmental Studies	3
CHEM 1110 General Chemistry I	4	CHEM 1120 General Chemistry II	4
ENGL 1010 Writing Composition I	3	ENGL 1020 Writing Composition II	3
Course	Cr. Hrs.	Course	Cr. Hrs.
SOPHOMORE YEAR			
Semester: Fall Total Credit Hours: 16		Semester: Spring Total Credit Hours: 17	
CHE 2015 Intro to Chem/Bio An-Scl I	3	CHE 2020 Intro to Chem/Bio An-Scl II	3
CHE 3745 Innovation in Energy	3	CHE 3735 ChE Operations	2
MATH 2110 Calculus III	4	MATH 2120 Differential Equations	3
PHYS 2109 Cal based Physics I	3	PHYS 2119 Cal based Physics II	3
ENGL 2130, 2235, or 2330 Lit.	3	COMM 2025 or PC 2500 Communication	3
		Social/Behavioral Science Elective	3
Course	Cr. Hrs.	Course	Cr. Hrs.
JUNIOR YEAR²			
Semester: Fall Total Credit Hours: 17		Semester: Spring Total Credit Hours: 18	
CHE 3010 Thermo of ChE Processes	3	CHE 3510 Sep and Sol Thermo	3
CHE 3050 TS1: Cond, Radiation, Diff	3	CHE 3511 Sep and Sol Thermo Lab	1
CHE 3051 TS1: Cond, Radiation, Diff Lab	1	CHE 3550 TS2: Fluid Mechanics	3
CHEM 3010 Organic Chemistry I	4	CHE 3551 TS2: Fluid Mechanics Lab	1
CHE 4550 Green Engineering	3	CHEM 3020 Organic Chemistry II	4
Humanities/Fine Arts Elective	3	CHE 4335 Fuel Cells	3
		Social/Behavioral Science Elective	3
Course	Cr. Hrs.	Course	Cr. Hrs.
SENIOR YEAR			
Semester: Fall Total Credit Hours: 15		Semester: Spring Total Credit Hours: 17	
CHE 4050 TS3: Diff and Mass Transfer	3	CHE 4250 ChE Capstone Lab	2
CHE 4051 TS3: Diff and Mass Transfer Lab	1	CHE 4420 Process Design II	3
CHE 4060 ChE Reaction Engineering	3	CHE 4540 Process Dynamics and Control	3
CHE 4061 ChE Reaction Engineering Lab	1	CHE 4552 Energy & the Environment Sp Top	3
CHE 4410 Process Design I	3	4xxx ENEV Elective ³	3
CHEM 3510 Physical Chemistry I	4	Humanities/Fine Arts Elective	3

Notes: (Chemical Engineering (CHE) courses generally only offered in the semester listed above)

1. ENGR 1120 must be MATLAB
2. Students must apply to the ChE BS/MS Fast-Track program by the end of their second junior term.
3. Students must apply to the ChE BS/MS Fast-Track program by the end of their second junior term.