Curricular Submission Guidelines for the Graduate Council

2017-2018
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To view the curriculum submission dates, download the 2017-18 Graduate Council Calendar
I. Overall Format
A. The dean or designee of each college should email course and program changes in a Microsoft Word file to the Curriculum Coordinator/Catalog Editor (Catherine Cox, cathcox@utk.edu). See Deadline Dates.
B. Indicate the effective date for the proposed changes at the beginning of the document after the College name.
C. The curriculum materials submitted consists of two parts (course changes and program changes). Part I will include all course changes for the college and will be arranged alphabetically by department. Part II includes all program changes and will also be arranged alphabetically by department.
D. List the action request for each academic discipline in the following order: ADD > DROP > REVISE.
E. Use 8 point Arial font. Because some formats do not import well, do not use bold, italics, shading, strikethrough, tabs, etc. See pages 4-12 for proposal examples.
F. When creating catalog text, follow the established conventions found in the UT Editorial Guide.

II. Supporting Information
Proposals that fail to adequately address the following questions will be returned for revision.

A. Rationale
a. Why is the curricular revision needed? If supporting information is the same for a group of changes, the rationale can be stated at the end of the group.
b. Narrative statements include a list of student learning outcomes and discuss evidence from program assessment that supports the changes.

B. Impact on Other Units
a. Does the proposed change drop or alter courses required by other programs?

b. Does the proposed change require courses offered by other programs?
c. Is the course a high demand course? If yes, see page 8.
d. Is the course a prerequisite or corequisite for other courses?
e. Is the course cross-listed in other units?

C. Financial Impact
Does the course require additional resources or workload for faculty? If yes, provide source(s) of funding.

D. Additional Documentation
a. Does the change require academic officer or higher approval (see Required Approvals for Curricular Changes chart)?
b. For substantive changes, provide a list of the student learning outcomes (SLOs) for the course and/or program and evidence from programmatic assessment that supports the change.
c. For substantive change(s), (dropping a program, distance programs) does the change(s) need to be reported to SACSCOC?
d. Learner outcomes should be included in all new and revised course proposals.
e. Program changes need to be supported by evidence from learning assessments.

III. Course Proposals
A. Curricular Approval Process
Consult the Required Approvals for Curricular Changes chart to determine the level of approval(s) required. Documentation of academic officer approval (email, memo, etc.), if required, must accompany the proposal.

B. Arrangement of Information – The course format arrangement should be in the following order:
- Course Number
- Course Title
- Course Credit Hours
- Course Description
- Writing-Emphasis (used by Arts and Sciences for undergraduate courses)
- Cross-listing
- General Education Designation (undergraduate courses only)
- Contact Hour Distribution (required if more than one instructional mode, i.e., lecture and lab)
- Grading Restriction(s)
Repeatability
Credit Restriction
(RE) Registration Enforced Prerequisite(s)
(DE) Department Enforced Prerequisite(s)
(RE) Registration Enforced Corequisite(s)
(DE) Department Enforced Corequisite(s)
Recommended Background
Comment(s)
Credit Level Restriction (for 500-level courses which do not permit undergraduate credit)
Registration Restriction(s)
Registration Permission

C. Banner Enforcement
Pay close attention to how your course proposal is presented. Certain fields are automatically enforced in the Banner system while others are not.

The following fields **ARE enforced** in Banner:
- Cross-listing
- General Education (via Banner DARS)
- Grading Restriction
- Repeatability
- Credit Restriction (via Banner DARS)
- (RE) Registration Enforced Prerequisite
- (RE) Registration Enforced Corequisite
- Credit Level Restriction
- Registration Restriction
- Registration Permission (maintained at the CRN level and may vary)

The following fields are **NOT** enforced in Banner:
- (DE) Department Enforced Prerequisite
- (DE) Department Enforced Corequisite
- Recommended Background
- Comment(s)

D. Academic Discipline/Subject Changes
a. If the name of an academic discipline is being changed, this is not a revision. All courses in the former academic discipline must be dropped and then added back under the new academic discipline.
b. An equivalency table is also required that lists current courses and the proposed, equivalent replacements (see example below).
c. If the academic discipline includes secondary cross-listed courses, new course numbers for the secondary cross-lists are required.
d. Prior to submitting the proposal, contact the Curriculum Coordinator/Catalog Editor, Catherine Cox to request a new academic discipline code (974-1471, cathcox@utk.edu).

### Equivalency Table

<table>
<thead>
<tr>
<th>Current Courses Agricultural Economics (AGEC)</th>
<th>Equivalent Courses Effective Fall 2017 Agricultural and Resource Economics (AREC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>524</td>
<td>524</td>
</tr>
<tr>
<td>552</td>
<td>552</td>
</tr>
<tr>
<td>640</td>
<td>640</td>
</tr>
<tr>
<td>650</td>
<td>650</td>
</tr>
</tbody>
</table>

E. Course Adds – Course Numbers
a. If proposing a new course, contact the Curriculum Coordinator/Catalog Editor (cathcox@utk.edu) for course numbers available for us.
b. Course numbers (of recently dropped courses) may **not** be reused for six years.
F. Course Drops:
   a. Is the course being dropped a prerequisite and/or corequisite for another course? If yes, provide a list of those courses to insure they are updated.
   b. Is the course being dropped a high demand course that impacts other departments or programs? If yes, the proposal must include a timeline for notifying affected departments and a phase out schedule that reasonably accommodates student demand. The Curriculum Committee may require a one-year phase out period to allow adequate time for curricular adjustments to programs.
   c. Is the course being dropped cross-listed in other units? If yes, provide a list of the cross-list(s) to insure they are updated.
   d. Is the course being dropped required by other programs? If yes, provide a list of those programs to insure the course requirements listed in the catalog are updated.

G. Course Title Changes
   a. The short course title is limited to 30 characters, including spaces.
   b. The long course title is limited to 100 characters including spaces.
   c. Requests for variable title (Special Topics, Selected Readings, etc.) must be approved by the Curriculum Committee and the Council.
   d. Special topics courses: courses offered occasionally should have the word “issues,” “readings,” or “topics” towards the beginning of the title (Special topics in XXX, Readings in XXX, Advanced topics in XXX, Contemporary issues in XXX).

H. Credit Hour Changes
   If course credit hours change, look closely at program requirements/showcases and make sure they are also revised to accommodate the increase/decrease in hours.

   Credit hour changes should comply with the university’s credit hour definition: “The unit of credit is the semester credit hour. One semester credit hour represents an amount of instruction that reasonably approximates both 50 minutes per week of classroom-based direct instruction and a minimum of two hours per week of student work outside the classroom over a fall or spring semester. Normally, each semester credit hour represents an amount of instruction that is equivalent to 700 minutes of classroom-based direct instruction. The amount of time that is required to earn one semester credit hour in a laboratory, fieldwork, studio, or seminar-based course varies with the nature of the subject and the aims of the course; typically, a minimum of two or three hours of work in a laboratory, field, studio, or seminar-based setting is considered the equivalent of 50 minutes of classroom-based direct instruction. Semester credit hours earned in courses such as internships, research, theses, dissertation, etc. are based on outcome expectations established by the academic program.”

I. Description Changes
   A course description should be provided for every course, no matter how brief.

J. Cross-Listed Course Changes
   a. Adds, Drops, and Revisions to cross-listed courses must come from the primary department. It is important to have parallel proposals for both the primary and secondary courses.
   b. The supporting information must identify the secondary course(s) and provide evidence that the collaborating department has been notified of the change.

K. Contact Hour Distribution Changes
   a. If a course utilizes more than one schedule type/instructional mode (lecture and lab, studio and discussion, etc.), the distribution of hours must be included, such as “3 hours lecture and 1 hour lab.”
   b. In the Banner system, the credit hours for a course must be distributed among the “lecture,” “lab,” and “other” options, so it’s important that this information be accurate.

L. Grading Restriction Changes
   Courses numbered 500-699 are graded letter grade only – except where the Graduate Catalog indicates Satisfactory/No Credit grading only or optional Satisfactory/No Credit or letter grade. Veterinary Medicine courses are letter grade only except where noted Satisfactory/No Credit only. Law courses are numeric, except where noted otherwise.
M. **Repeatability Changes**
   If a course has variable hours, **repeatability must be indicated**. Use one of the following statements:
   - Repeatability: May be repeated. Maximum _____ hours.
   - Repeatability: Not repeatable. May be taken once for credit.

N. **Credit Restriction Changes**
   Courses may include restrictions on how the credit may be applied, the restriction must be indicted, e.g.,
   - Credit Restriction: Maximum 4 hours may be applied toward master’s degree. Maximum of 6 toward the PhD.
   - Credit Restriction: May not be applied toward degree requirements.
   - Credit Restriction: Students cannot receive credit for both 410 and 510.

O. **Prerequisite and/or Corequisite Changes**
   a. Prerequisites and corequisites that are enforced by the registration system (Banner) should be
      labeled (RE) for “registration enforced.”
   b. Prerequisites and corequisites that are enforced by the department (not Banner) should be labeled
      (DE) for “department enforced.” The enforcement of (DE)prerequisites or corequisites is solely at the
      discretion of the department.
   c. If a prerequisite or corequisite includes a cross-listed course, list the primary version of the course.
   d. The Banner system cannot enforce GPA restrictions at this time.

P. **Recommended Background Changes**
   Recommended background is just that – a recommendation. It is not enforced in Banner.

Q. **Comments Changes**
   The comment field is used for additional information that does not fit into one of the other categories.
   Comments are not enforced in Banner.

R. **Credit Level Restriction Changes**
   Credit level restrictions are used to limit the type of credit awarded (e.g. some 500-level courses are for
   graduate level credit only). Be careful with this restriction. Talk with Catalog Editor/Curriculum
   Coordinator before you decide this restriction.

S. **Registration Restriction Changes**
   a. Registration may be restricted to a particular major, student level (UG, GR, etc.), classification
      (freshman, sophomore, etc.), degree, concentration, minor, college, or a specific qualification (teacher
      licensure, honors program, etc.).
   b. Registration restrictions are enforced in Banner.

T. **Registration Permission Changes**
   a. If the course requires consent of the instructor, department, etc., it must be indicated.
   b. Permissions are enforced in Banner **at the CRN section level**. This provides flexibility for courses
      such as Special Topics where some instructors may want permission on their particular topic/CRN
      while others may prefer open enrollment.

U. **Course Changes with Fees**
   a. Any changes to courses with fees should be designated with a $ (dollar sign) symbol and the
      rationale should also include information about the fee changes.

V. **Schedule Type / Instructional Method Changes**
   a. The default schedule type/instructional method is lecture and conventional classroom/lab.
   b. The schedule type / instructional method must be specified if it is different than the default.
   c. Each schedule type is linked to the appropriate instructional method below.

<table>
<thead>
<tr>
<th>Schedule Type</th>
<th>Instructional Method</th>
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<tbody>
<tr>
<td>Code</td>
<td>Description</td>
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<td>Brass</td>
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<td>Clinical</td>
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<td>CON</td>
<td>Contract</td>
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<td>DIS</td>
<td>Discussion</td>
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<td>Code</td>
<td>Description</td>
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<td>10</td>
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Catherine Cox 6 Revised July 2017
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<td>ENS</td>
<td>Ensembles</td>
<td>01</td>
<td>Conventional Methodology</td>
</tr>
<tr>
<td>FAC</td>
<td>Use of Facilities</td>
<td>13</td>
<td>Other Non-Conventional Media</td>
</tr>
<tr>
<td>FLU</td>
<td>Flute</td>
<td>01</td>
<td>Conventional Methodology</td>
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<tr>
<td>FS</td>
<td>Field Study/Supervision</td>
<td>06</td>
<td>Student Teaching and Field Supervision</td>
</tr>
<tr>
<td>GMI</td>
<td>Group Musical Instruction</td>
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<td>Oboe</td>
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<td>String</td>
<td>01</td>
<td>Conventional Methodology</td>
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<tr>
<td>TE</td>
<td>Technology Enhanced</td>
<td>03</td>
<td>Other Computer-Based Instruction</td>
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<tr>
<td>TN</td>
<td>Tennessee Online</td>
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<td>Internet/Web Based/Online</td>
</tr>
<tr>
<td>TRP</td>
<td>Trumpet</td>
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</tr>
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<td>Voice</td>
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</tr>
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<td>Workshop</td>
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<tr>
<td>WW</td>
<td>Woodwind</td>
<td>01</td>
<td>Conventional Methodology</td>
</tr>
</tbody>
</table>

IV. High Impact Changes
A. ADDs
   a. Adding high demand course carries with it significant responsibility. As enrollment grows, so might departments’ dependence on the course to be available for their students at the appropriate times (particularly in structured programs like nursing). Some courses might even serve accreditation requirements. Therefore, if a course with interdisciplinary applications is proposed and approved, the department must be prepared to meet campus demand. Further, the department must communicate early and often whenever modifications to the course are being considered.

B. DROPs
   a. To drop a high demand course, a proposal must be submitted to the Curriculum Coordinator/Catalog Editor no later than October 1st. The proposal must include a timeline for notifying affected departments and a phase out schedule that reasonably accommodates student demand.
   b. The Curriculum Committee (when applicable) may require a one-year phase out period to allow adequate time for curricular adjustments.

C. Revisions
   a. Enrollment-related revisions to a high demand course must be submitted to the Curriculum Coordinator/Catalog Editor no later than October 1st. Enrollment-related revisions include:
      i. Adding a registration restriction that significantly reduces the number of eligible enrollees (e.g. advertising majors only, admission to teacher education, etc.)
      ii. Adding a registration permission that blocks all potential enrollees (e.g. consent of instructor, consent of program director, etc.)
      iii. Adding a prerequisite/corequisite not required by other programs
      iv. Increasing or decreasing credit hours
   b. The Curriculum Committee (when applicable) may postpone implementation of requested revisions to allow adequate time for curricular adjustments.
V. Program Proposals

A. Curricular Approval Process
   a. Consult the Required Approvals for Curricular Changes chart to determine the level of approval(s) required. Documentation of academic officer approval (email, memo, etc.), if required, must accompany the proposal.
   
      1) “New academic programs requiring Commission approval are those that differ from currently approved programs in level of degree or major offered, as reflected in the institution’s catalog and the Commission’s academic inventory, subject to specified provisions.”
      2) “Renaming an existing program without an essential change in the originally approved curriculum does not require Commission approval.”
      3) “A reconfiguration of existing program without an essential change in the originally approved curriculum and without a net gain in the number of programs (e.g., a consolidation of two programs into one) does not require Commission approval.”
      4) “Additions, deletions, and revisions of concentrations (options, concentrations emphases, tracks, etc.) without an essential change in the originally approved major curriculum do not require Commission approval.”

B. Adds
   a. New majors should be in all caps and bolded.
   b. If a major is changing its name, the proposal should reflect the old major being dropped and the new major being added.

C. Drops
   a. Majors/Programs being dropped should be in all caps and bolded.
   b. Dropped Majors/Programs may require SACSCOC notification. Check with the SACSCOC liaison.

D. Revisions
   a. Make sure course additions, drops, and credit hour changes are reflected in the program descriptions, requirements descriptions, and/or showcases.
   b. Make sure the required hours for the program are correct and reflects the proposed revisions.
   c. If the revision is limited to minor changes, only the affected sentence or paragraph should be included. If the changes are more extensive, the entire program description may be listed.

VI. Academic Unit Proposals

A. Departmental Changes
   a. Departmental name changes must be approved by the Chancellor.
   b. Documentation of approval (email, memo, etc.) must accompany the proposal.

B. Academic Unit (Divisions, Colleges, Schools) Changes
   a. Academic unit changes must be approved by THEC.
   b. Documentation of approval (or at the very least, communication with the Vice President for Academic Affairs and Student Success) must accompany the proposal.
   c. “In accordance with Chapter 179 of the Legislative Act creating the Higher Education Commission in 1967, the Commission has the statutory responsibility to review and approve new academic programs, off-campus extensions of existing academic programs, new academic units (divisions, colleges, and schools) and new instructional locations for public institutions of higher education in the State of Tennessee.”
### Required Approvals for Curricular Changes

<table>
<thead>
<tr>
<th><strong>Action</strong></th>
<th><strong>New Code Required</strong></th>
<th><strong>Additional Approval Required</strong></th>
<th><strong>Deadline</strong></th>
<th><strong>SACSCOC Action</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Changes to Academic Units</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add academic unit (division, college or school)</td>
<td>YES</td>
<td>YES (PRV, CHANC, VPS, BOT, THEC)</td>
<td>Dec. 1</td>
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<tr>
<td>Rename/consolidate academic unit (divisions, colleges, or schools)</td>
<td>YES</td>
<td>YES (PRV, CHANC, VPS, BOT, THEC)</td>
<td>Dec. 1</td>
<td>----</td>
</tr>
<tr>
<td>Drop academic unit (division, college or school)</td>
<td>----</td>
<td>YES (PRV, CHANC, VPS, BOT, THEC)</td>
<td>Dec. 1</td>
<td>----</td>
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<tr>
<td><strong>Changes to Departments</strong></td>
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<tr>
<td>Add department</td>
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<tr>
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<td>Drop academic department</td>
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<td>YES (PRV, CHANC, VPS, BOT)</td>
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<tr>
<td><strong>Changes to Degrees</strong></td>
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<td></td>
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<tr>
<td>Add new degree</td>
<td>YES</td>
<td>YES (PRV, VPS, DGS, BOT, THEC)</td>
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<td>Rename/consolidate degrees</td>
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<td>Drop degree</td>
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<td>YES (VPS, BOT)</td>
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<td>Adding/dropping joint/dual degree programs</td>
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<td>YES (DGS)</td>
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<td>Initiate dual or joint degree with other institution (Dr. Albrecht)</td>
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<td><strong>Changes to Majors</strong></td>
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<td>Revise major requirements</td>
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<td>Rename/consolidate majors</td>
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<td>Drop major</td>
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<td>Revise major “ownership”</td>
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<td>Revise concentration requirements</td>
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<td>Rename/consolidate concentrations</td>
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</tr>
<tr>
<td>Drop concentration</td>
<td>----</td>
<td>----</td>
<td>Dec. 1</td>
<td>----</td>
</tr>
<tr>
<td><strong>Changes to Certificates</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add new certificate</td>
<td>YES</td>
<td>(DGS and VPS if 24+ hours)</td>
<td>Dec. 1</td>
<td>YES</td>
</tr>
<tr>
<td>Revise certificate requirements</td>
<td>----</td>
<td>----</td>
<td>Dec. 1</td>
<td>----</td>
</tr>
<tr>
<td>Rename certificate</td>
<td>YES</td>
<td>YES (DGS)</td>
<td>Dec. 1</td>
<td>YES</td>
</tr>
<tr>
<td>Drop certificate</td>
<td>----</td>
<td>----</td>
<td>Dec. 1</td>
<td>YES</td>
</tr>
<tr>
<td><strong>Changes to Minors</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add new minor</td>
<td>YES</td>
<td>----</td>
<td>Dec. 1</td>
<td>----</td>
</tr>
<tr>
<td>Revise minor requirements</td>
<td>----</td>
<td>----</td>
<td>Dec. 1</td>
<td>----</td>
</tr>
<tr>
<td>Rename/consolidate minors</td>
<td>YES</td>
<td>----</td>
<td>Dec. 1</td>
<td>----</td>
</tr>
</tbody>
</table>
### Changes to Courses

<table>
<thead>
<tr>
<th>Change Description</th>
<th>Yes/No</th>
<th>Date</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>New academic discipline/subject</td>
<td>YES</td>
<td>Dec. 1</td>
<td></td>
</tr>
<tr>
<td>Rename/consolidate academic disciplines/subjects</td>
<td>YES</td>
<td>Dec. 1</td>
<td></td>
</tr>
<tr>
<td>Drop academic discipline/subject</td>
<td></td>
<td>Dec. 1</td>
<td></td>
</tr>
<tr>
<td>Initiating programs or courses offered through contractual agreement or consortium</td>
<td>YES</td>
<td>Dec. 1</td>
<td>YES</td>
</tr>
</tbody>
</table>

### Changes to Program Policies

<table>
<thead>
<tr>
<th>Change Description</th>
<th>Yes/No</th>
<th>Date</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiate off-campus sites where student can obtain 50% or more credits toward a program</td>
<td>YES</td>
<td>Dec. 1</td>
<td>YES (PRV, CHANC, VPS, THEC)</td>
</tr>
<tr>
<td>Revise admission criteria</td>
<td></td>
<td>Dec. 1</td>
<td></td>
</tr>
<tr>
<td>Revise progression standards</td>
<td></td>
<td>Dec. 1</td>
<td></td>
</tr>
<tr>
<td>Revise graduation policies</td>
<td></td>
<td>Dec. 1</td>
<td></td>
</tr>
</tbody>
</table>

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1. For graduate code requests, contact Catherine Cox, [cathcox@utk.edu](mailto:cathcox@utk.edu)
2. PRV = Provost and Vice Chancellor for Academic Affairs
3. CHANC = Chancellor
4. VPS = Vice President for Academic Affairs and Student Success
5. DGS = Dean of the Graduate School
6. Contact Dr. Heather Hartman (974-0622, [hhartman@utk.edu](mailto:hhartman@utk.edu)), UT SACSCOC Liaison to determine SACSCOC requirement for specific changes

Curricular changes are routed through: College, Curriculum Committee, Graduate Council, and Faculty Senate.
I. COURSE CHANGES

DEPARTMENT OF AGRICULTURAL AND RESOURCE ECONOMICS

Learning objectives for the MS Degree in Agricultural and Resource Economics

Learning objectives for the MS Thesis Option in Agricultural and Resource Economics

1. Students will be …. will have…
2. Students will illustrate… will compose
3. Students will demonstrate… will relate
4. Students will plan… will produce...

DROP ACADEMIC DISCIPLINE AND ALL COURSES
(AGEC) Agricultural Economics
412 Agricultural Finance (3)
430 Food and Agricultural Policy (3)
500 Thesis (1-15)
512 Advanced Agribusiness Finance (3)
600 Doctoral Research and Dissertation (3-15)
650 Agricultural Markets and Demand Analysis (3)

ADD NEW ACADEMIC DISCIPLINE AND COURSES
(AREC) Agricultural and Resource Economics
412 Agricultural Finance (3)                Do not just list the title. Each course will be listed with its complete course description
430 Food and Agricultural Policy (3)
500 Thesis (1-15)
512 Advanced Agribusiness Finance (3)
600 Doctoral Research and Dissertation (3-15)
650 Agricultural Markets and Demand Analysis (3)

Current Courses
Agricultural Economics (AGEC)

Equivalent Courses Effective Fall 2011
Agricultural and Resource Economics (AREC)

<table>
<thead>
<tr>
<th>Current Courses</th>
<th>Equivalent Courses Effective Fall 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>412</td>
<td>412</td>
</tr>
<tr>
<td>430</td>
<td>430</td>
</tr>
<tr>
<td>500</td>
<td>500</td>
</tr>
<tr>
<td>512</td>
<td>512</td>
</tr>
<tr>
<td>600</td>
<td>600</td>
</tr>
<tr>
<td>650</td>
<td>650</td>
</tr>
</tbody>
</table>

Support from assessment activities: None, reflect revision to discipline name.

DEPARTMENT OF ENTOMOLOGY AND PLANT PATHOLOGY

(EPP) Entomology and Plant Pathology

Learning objectives for the MS Degree in Entomology and Plant Pathology

1. Students will be …. will have…
2. Students will illustrate… will compose
3. Students will demonstrate… will relate
4. Students will plan… will produce...

ADD

EPP 512 Soilborne Plant Pathogens (3) Casual agents; host-parasite-soil environment interactions; epidemiology; …
Credit Restriction: Students cannot receive credit for both 512 and 612.
Registration Restriction(s): Not open to PhD students.

Support from assessment activities: Assessment indicated that students were not getting this material in other courses.

DEPARTMENT OF GEOGRAPHY

(GEOG) Geography

Learning objectives for the MS Degree in Geography

Catherine Cox
Learning objectives for the PhD Degree in Geography
1. Students will be …. will have…
2. Students will illustrate… will compose
3. Students will demonstrate… will relate
4. Students will plan… will produce…

Learning objectives for the MBA Degree in Business Administration, Supply Chain Management concentration
1. Students will be …. will have…
2. Students will illustrate… will compose
3. Students will demonstrate… will relate
4. Students will plan… will produce…

Learning objectives for the MS Degree in Kinesiology
1. Students will be …. will have…
2. Students will illustrate… will compose
3. Students will demonstrate… will relate
4. Students will plan… will produce…

GEOG 445 Cities in a world System (3) Urban centers in developed and developing countries…..
ADD NEW 400-LEVEL COURSE FOR GRADUATE CREDIT OR ADD EXISTING 400-LEVEL COURSE FOR GRADUATE CREDIT

ADD NEW 400-LEVEL COURSE FOR GRADUATE CREDIT OR ADD EXISTING 400-LEVEL COURSE FOR GRADUATE CREDIT

GEOG 515 Topics in Quantitative Geography (4) Multivariate analysis applied to spatial and temporal problems in…. 

REVISE HOURS, DESCRIPTION AND REPEATABILITY, DELETE (DE) PREREQUISITE, ADD CONTACT HOUR DISTRIBUTION AND CREDIT RESTRICTION

REVISE TITLE; DROP (DE)COREQUISITE AND COMMENT; ADD (RE) PREREQUISITE

SCM 520 Manufacturing/Services Operations and Procurement (3) Introduces the processes, creation, and ….

SCM 546 Logistics Operations (3) Analysis of logistics and transportation operations and management techniques …

DEPARTMENT OF KINESIOLOGY, RECREATION, AND SPORT STUDIES (KNS) Kinesiology

Learning objectives for the PhD Degree in Kinesiology and Sport Studies
1. Students will be …. will have…
2. Students will illustrate… will compose
3. Students will demonstrate… will relate

DEPARTMENT OF MARKETING AND SUPPLY CHAIN MANAGEMENT (SCM) Supply Chain Management

Learning objectives for the MBA Degree in Business Administration, Supply Chain Management concentration
1. Students will be …. will have…
2. Students will illustrate… will compose
3. Students will demonstrate… will relate
4. Students will plan… will produce…

REVISE TITLE; DROP (DE)COREQUISITE AND COMMENT; ADD (RE) PREREQUISITE

SCM 520 Manufacturing/Services Operations and Procurement (3) Introduces the processes, creation, and …. 

(RE) Prerequisite(s): Business Administration 518.

(RE) Prerequisite(s): Business Administration 518.

Formerly: LIST/SHOW THE "FORMERLY" INFORMATION WHEN YOU REVISE A COURSE

Formerly:

Support from assessment activities: xxxxxxxxxxxxxxxx

Support from assessment activities: xxxxxxxxxxxxxxxx

Support from assessment activities: xxxxxxxxxxxxxxxx

Support from assessment activities: xxxxxxxxxxxxxxxx

Support from assessment activities: xxxxxxxxxxxxxxxx
3. Students will demonstrate… will relate
4. Students will plan… will produce...

REVISE GRADING (FROM LETTER GRADE (A-F) TO S/NC GRADING ONLY)

KNS 662 Seminar in Biomechanics (1-3)
Grade Restriction: Satisfactory/No Credit grading only.
Support from assessment activities: xxxxxxxxxxxxxxxxxxxxx

REVISE TO ADD REGISTRATION RESTRICTION AND DROP REGISTRATION PERMISSION

KNS 534 Motor Behavior and Skill Acquisition (3)
Registration Restriction(s): Kinesiology major or concentration. Minimum student level – graduate.
Support from assessment activities: xxxxxxxxxxxxxxxxxxxxx

DEPARTMENT OF THEORY AND PRACTICE IN TEACHER EDUCATION
(TPTE) Theory and Practice in Teacher Education

Learning objectives for the MS Degree in Teacher Education
1. Students will be …. will have...
2. Students will illustrate… will compose
3. Students will demonstrate… will relate
4. Students will plan… will produce...

REVISE HOURS AND ADD REPEATABILITY STATEMENT

TPTE 591 Clinical Studies (3-4)
Repeatability: Not repeatable. May be taken once for 3-4 hours.
Support from assessment activities: xxxxxxxxxxxxxxxxxxxxx

DEPARTMENT OF MECHANICAL, AEROSPACE, AND BIOMEDICAL ENGINEERING
(AE) Aerospace Engineering

Learning objectives for the MS Degree in Aerospace Engineering
1. Students will be …. will have...
2. Students will illustrate… will compose
3. Students will demonstrate… will relate
4. Students will plan… will produce...

Learning objectives for the PhD Degree in Aerospace Engineering
1. Students will be …. will have...
2. Students will illustrate… will compose
3. Students will demonstrate… will relate
4. Students will plan… will produce...

DROP 400-LEVEL COURSES FOR GRADUATE CREDIT (RETAINING COURSES IN THE UNDERGRADUATE CATALOG)

AE 422 Aerodynamics (3)
AE 424 Astronautics (4)
Support from assessment activities: xxxxxxxxxxxxxxxxxxxxx

DEPARTMENT OF NUCLEAR ENGINEERING
(NE) Nuclear Engineering

Learning objectives for the MS Degree in Nuclear Engineering
5. Students will be …. will have...
6. Students will illustrate… will compose
7. Students will demonstrate… will relate
8. Students will plan… will produce...

Learning objectives for the PhD Degree in Nuclear Engineering
5. Students will be …. will have...
6. Students will illustrate… will compose
7. Students will demonstrate… will relate
8. Students will plan... will produce...

REVISE TO ADD ANOTHER CROSS-LIST TO THE PRIMARY COURSE; AND TO ADD (DE) PREREQUISITE
NE 585 Process System Reliability and Safety (3)
Cross-listed: (Same as Chemical and Biomolecular Engineering 585 and Industrial Engineering 585.)
(DE) Prerequisite(s): Chemical and Biomolecular Engineering 483, Industrial Engr 483, Mech Engr 483, or Nuclear Engr 483.
Support from assessment activities: xxxxxxxxxxxxxxxxxxx

OTHER ACTION REQUEST EXAMPLES
REVISE TO ADD VARIABLE TITLE
ADD PRIMARY CROSS-LISTED COURSE OR ADD PRIMARY 400-LEVEL CROSS-LISTED COURSE
DROP PRIMARY CROSS-LISTED COURSE OR DROP PRIMARY 400-LEVEL CROSS-LISTED COURSE
DROP SECONDARY CROSS-LISTED COURSE OR DROP SECONDARY 400-LEVEL CROSS-LISTED COURSE
REVISE TITLE, REPEATABILITY, AND REQUEST VARIABLE TITLE
ADD 400-LEVEL SECONDARY CROSS-LISTED COURSE FOR GRADUATE CREDIT
REVISE TO ADD CONTACT HOUR DISTRIBUTION AND RECOMMENDED BACKGROUND

600-Level courses will have the restriction: “Registration Restriction: Minimum student level – graduate.”
Law courses will have the restriction: “Registration Restriction: Law students only.”
Veterinary Medicine courses will have the restriction: “Registration Restriction: Veterinary Medicine Students only.”

II. PROGRAM CHANGES

DEPARTMENT OF AGRICULTURAL AND RESOURCE ECONOMICS

DROP THE FOLLOWING MAJOR, DEGREES, AND CONCENTRATIONS
Agricultural Economics – MS
  Agribusiness concentration
  Agricultural Economics concentration
  Natural Resource Economics concentration
  Agricultural Economics – Dual MS-MBA - Agribusiness concentration

ADD THE FOLLOWING MAJOR, DEGREES, AND CONCENTRATIONS
Agricultural and Resource Economics – MS
  Agribusiness concentration
  Agricultural Economics concentration
  Natural Resource Economics concentration
  Agricultural and Resource Economics – Dual MS-MBA - Agribusiness concentration

Support from assessment activities: xxxxxxxxxxxxxxxxxxx

The approval email from the Vice President for Academic Affairs and Student Success will be inserted after the rationale.
From: High, Katherine Noel
Sent: Tuesday, January 18, 2011 10:42 AM
To: Beyl, Caula Ann
Subject: RE: Approval for name change of Agricultural Economics Major

DEPARTMENT OF MARKETING AND SUPPLY CHAIN MANAGEMENT

DROP CONCENTRATION – BUSINESS ADMINISTRATION MAJOR – MBA
  Logistics concentration

ADD CONCENTRATION – BUSINESS ADMINISTRATION MAJOR – MBA
  Supply Chain Management concentration

REVISE REQUIREMENTS – BUSINESS ADMINISTRATION MAJOR – MBA, MARKETING CONCENTRATION
In the 2016-17 Graduate Catalog, remove course MARK 520 and replace with STAT 544.
Support from assessment activities: xxxxxxxxxxxxxxxxxxx

Catherine Cox  14  Revised July 2017
DEPARTMENT OF EDUCATIONAL PSYCHOLOGY AND COUNSELING

REVISE TEXT AND REQUIREMENTS (IN TWO AREAS) – COUNSELOR EDUCATION MAJOR, PHD

In the 2016-2017 Graduate Catalog, introductory text, second paragraph, first sentence: delete first three words (The doctoral program) and replace with (The major). Text should read: The major requires advanced course work...

In the 2016-2017 Graduate Catalog, under Requirements heading, revise the first sentence as follows:

Requirements

Coursework for the counselor education doctoral program includes the following.


Support from assessment activities: xxxxxxxxxxxxxxxxxx

ADD CERTIFICATE – GRIEF, LOSS, AND TRAUMA

In the 2016-2017 Graduate Catalog add heading, text and requirements for new certificate: Grief, Loss, and Trauma.

Grief, Loss, and Trauma Graduate Certificate

The graduate certificate in grief, loss, and trauma is intended for currently admitted graduate students


Support from assessment activities: xxxxxxxxxxxxxxxxxx

REVISE CERTIFICATE REQUIREMENTS: QUALITATIVE RESEARCH METHODS IN EDUCATION

In the 2016-2017 Graduate Catalog revise the certificate requirements as follows:

1) Revise first sentence: remove 12-hour and replace with 15-hour. (The 15-hour graduate certificate in...)

2) Under requirements heading, delete current requirements and replace with the following:


Support from assessment activities: xxxxxxxxxxxxxxxxxx

DEPARTMENT OF NUTRITION

REVISE REQUIREMENTS: NUTRITION MAJOR, MS

In the 2016-2017 Graduate Catalog revise thesis option course requirements as follows:

1) Remove minimum of 33 hours and replace with minimum of 39 hours.

2) Delete first 2 bullets and replace with the following 2 bullets.

COLLEGE OF SOCIAL WORK

ADD MAJOR AND DEGREE: DOCTOR OF SOCIAL WORK – SOCIAL WORK MAJOR (PENDING THEC APPROVAL)

In the 2011-2012 Graduate Catalog insert text and requirements for the Doctor of Social Work (DSW) degree.

Social Work Major – Doctor of Social Work (DSW)*

*This program is pending approval from the Tennessee Higher Education Commission. Students will be admitted to the major and degree only after THEC approves the program.

The College of Social Work offers the Doctor of Social Work degree (DSW). The College of Social Work DSW program is ....


Support from assessment activities: xxxxxxxxxxxxxxxxxx

Documentation of two approvals must be included after the rationale statement:

1) The approval email from the Vice President for Academic Affairs and Student Success will be inserted.

2) The Letter of Intent must be submitted to THEC.

Option: Can either:

1. submit copy of email (as shown below) where Letter of Intent was approved.

2. Submit copy of letter/email where Provost approved Letter of Intent

TO: Dr. Jan Simek, Interim President, The University of Tennessee
FROM: Richard G. Rhoda (Tennessee Higher Education Commission)
SUBJECT: Approval of the University of Tennessee, Knoxville Intent to Plan the Clinical Doctorate in Social Work (DSW)
DATE: October 1, 2010
**Procedure and Guidelines for Reviewing Courses Not Taught in Four or More Years**

In September each year, the Graduate School receives a report and compiles a list of all courses under consideration for removal from the Graduate Catalog due to not having been taught for four or more years.

This list is provided to the dean in charge of academic or curricular affairs at each college. It is the responsibility of the deans to disseminate the list to their department heads, gather the requested information, and submit it to the Graduate School.

Colleges may retain courses on the list if adequate justification is provided. Responses to which the Committee has given strong consideration in the past include:

- The course is an “issues,” “readings,” or “topics” course that will be used by the college, department, or program in the future;
- A new faculty member has been hired who will teach the course in the near future;
- The course is scheduled to be taught in the next year.

The Graduate Curriculum Committee reviews the “Courses Not Taught in Four or More Years” list each year as part of the October curriculum agenda. Courses appearing on the list for the second or third time require detailed, concrete plans to offer the course in the near future.

Courses for which no justification is provided are automatically dropped, even if they are appearing on the list for the first time.

The chair of the committee may provide an organizational framework for reviewing the courses in the most efficient and effective way possible.
Graduate Curricular and Catalog Process

**Faculty member(s):** propose new courses, new programs, revise courses, revise programs.

**Departments:** review faculty proposals and forward approved course and program changes to college.

**Colleges:** College curriculum committee (varies by college) reviews proposals. College Contact in Dean’s Office submits approved proposals to appropriate office or committee.

**Graduate School:** Curriculum Coordinator reviews and edits college proposals to create Graduate Curriculum Committee agenda.

**Graduate Academic Policy Committee:** reviews and forwards approved proposals to the Graduate Council for review and approval.

**Graduate Curriculum Committee:** Proposals are discussed and reviewed. Approved proposals are forwarded to Graduate Council to review and approve.

**Graduate Council Agenda:** Graduate School staff compiles committee reports and additional business to create agenda. Members are notified when agenda is posted on the web.

**Graduate Council:** reviews and approves proposals and committee reports. Graduate Council Minutes are published on the website for Faculty Senate approval.

**Graduate School:** Curriculum Coordinator/Catalog Editor enters approved changes in Banner and in online catalog.

**Faculty Senate Approval:** (Board of Trustees and THEC must also approve substantive program and academic unit changes.

Catalog editor submits catalog proofs to colleges.

Colleges note minor edits, sign off to approve, and return proof copy.

Catalog Editor completes final edits to catalog and Graduate Catalog is posted online.

Updated information is submitted to Vice President for Academic Affairs and Student Success for the Comprehensive Listing of Academic Programs.