

**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 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) -

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,

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

(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 4 Tw 0.283 0 -6.6 (he 4 Tw 1 (,)-6.7 (n8d(5)n6 (e)1
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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:

