

PREPARING CURRICULUM CHANGE REQUEST FORM (CCRs)

To assist you and the Curriculum Committee in expediting your request, the following issues will become the focus of questions and documentation. Knowing this in advance can save you and the Committee a lot of time. **The CCR will be returned if it is incomplete.** Simple edits to correct catalog spelling, grammar, a change in an official's job title, etc., may not require a CCR. Consult the CC Chair.

In order for changes to go into effect for a new catalog year, any changes that will require TBR approval must be **approved** by the committee by January 15. All other changes must be **submitted** to the committee by January 31 and **approved** by February 15.

[1] You must first call the CC Chair for a CCR number to put on the original. Then, sign as the originator and attach copies of all documentation including the "Faculty Signature Form".

[2] The form/documents are then passed for signatures to the Coordinator, the Division Dean, and the Assoc. VP for Faculty, Curriculum & Programs.

[3] Upon signing the form, the Assoc. VP for Faculty, Curriculum & Programs will scan the CCR and all materials and email the information to each committee member. **All CCR's must be in the Assoc. VP for Faculty, Curriculum & Programs' office at least five days prior to a meeting.**

[4] The originator or a qualified representative must attend both readings unless otherwise notified. Failure to attend will result in the CCR being tabled or returned.

Some changes such as New Program/Major, Change of Major/Name, Substantive Changes to a Program/Major, Termination of a Program/Major, and Changes to Program Admission Requirements will require TBR approval. Please contact the Assoc. VP for Faculty, Curriculum & Programs for specific requirements of these proposals.

1. NEW COURSE

CCR must be accompanied by the syllabus, a course outline which includes course description and prerequisites and/or co requisites, if any. A new course also requires articulation (transfer) documentation if it is a transfer course (* see footnote). Include documentation or a statement of whether or not the course has been approved by the General Education Committee. Contact the Director of Records for assignment of a new course identification number *prior to submitting the CCR*. Identification number (rubric) must be in compliance with TBR Course Leveling Initiative. Consult with the Assoc. VP for Faculty, Curriculum & Programs and the Director of Records before assigning credit hours.

2. NEW PROGRAM/MAJOR

Requires a summary sheet showing new paradigm, courses, and transfer information (* see footnote).

3. CHANGE IN COURSE CREDIT HOURS

Consult with the Assoc. VP for Faculty, Curriculum & Programs and the Director of Records before changing credit hours.

4. SUBSTANTIVE DELETION OR ADDITION OF COURSE CONTENT

Submit both old and new course outlines and articulation documentation if it is a transfer course (* see footnote).

5. CHANGE IN COURSE IDENTIFICATION NUMBER

Requires articulation documentation if it is a transfer course.

Consult with Director of Records for assignment of a new course identification number *prior to submitting the CCR*. Identification number (rubric) must be in compliance with TBR Course Leveling Initiative (* see footnote).

6. CHANGE IN COURSE TITLE

Requires articulation documentation if it is a transfer course (* see footnote).

Consult with Director of Records *prior to submitting the CCR*. Maximum of 30 characters allowed (including spaces).

7. CHANGE IN COURSE DESCRIPTION

Requires articulation documentation if it is a transfer course (* see footnote).

When changing a course description, type both the old and new course descriptions on the CCR for quick reference.

8. CHANGE IN DEGREES OR CERTIFICATE PARADIGM

Requires a comparative summary sheet showing old and new paradigms. (The Dean has samples.)

9. MULTIPLE CCRs

Four or more CCRs from a single department require a summary sheet. (The Dean has samples.)

* articulation (transfer) documentation should typically include: (1) photocopies of departmental/program course descriptions and paradigms from regional universities in Tennessee and border states if applicable, (2) telephone or e-mail consultation with the Department Chair and/or Dean at schools most often admitting your transfer students.