



Revision Responsibility: Vice President for Academic Affairs
Responsible Executive Officer: Vice President for Academic Affairs

Source/Reference: [TBR Policy 2:01:01:00](#)
[TBR Guideline A-010](#)
[THEC Policy A1.0](#)
[THEC Policy A1.1](#)
[THEC Policy A1.2](#)
[SACSCOC Substantive Change Policy](#)

PURPOSE

To designate responsibility for curriculum development and revision.

POLICY

- I. Responsibility for the development and revision of the curriculum rests with the faculty.
- II. The vice president for academic affairs and the president have responsibility for ensuring the curriculum is directly related to and appropriate to the mission and goals of the College and is in compliance with the requirements of the Tennessee Board of Regents (TBR) and other appropriate agencies or accrediting bodies.

PROCEDURES

- I. All new curriculum proposals and any proposals for substantial revisions to existing curricula are submitted on the Curriculum Change Request form to the Curriculum Committee, a representative body of elected faculty and other College personnel appointed by virtue of position.
- II. The proposals are submitted through the division dean and associate vice president for faculty, curriculum and programs to the chairperson of the Curriculum Committee who processes the proposals according to the rules and procedures of the committee.
- III. Proposals must include credit hours awarded per courses. A credit hour is defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:
 - A. Not less than one semester hour (750 minutes) of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time, or

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- B. At least an equivalent amount of work as required outlined in item A. above for other academic activities as established by the Institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.
- IV. The proposals, along with recommendations for the approval or disapproval, are submitted to the vice president for academic affairs and then to the president for review and approval or disapproval.
- V. If approved, the proposals are forwarded to the director of records for entry into the course inventory.
- VI. Certain program changes require TBR approval as follows using [TBR Guidelines A-010](#):
- A. Establish a new academic degree
 - B. Establish a new certificate program (note: the community college must consult with the College of Applied Technology (TCAT) within the designated service area to ensure there is no duplication of effort. Documentation must be submitted with the proposal to identify any concerns or to demonstrate there are no objections to the proposed program).
 - C. Establish a new concentration
 - D. Consolidate an existing academic program
 - E. Converting an existing on-ground program to a fully online delivery format
 - F. Substantive curriculum modification
 - G. Termination, inactivation, or reactivation of a program
 - H. Revision of any admission, retention, and/or graduation policy (general or program specific)
 - I. Extending an existing academic degree to be fully offered at an off-campus location
 - J. Establishment of a new academic unit or reorganization resulting in a net gain of an academic unit (i.e., department, on-campus center, institute, bureau, division, school or college)
 - K. Develop on-line course(s) with costs in excess of \$9,500 or more.
 - L. Name change for existing program
 - M. Establishment of an Off-campus Site or Center
 - N. Curriculum modification which changes the total hours required for a degree or certificate program

Deans and the associate vice president for faculty, curriculum and programs will prepare submission documents for the above.

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- VII. Certain program changes require Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) notification and/or Substantive Changes Review as follows:
- A. Any change in the established mission or objectives of the Institution
 - B. Any change in legal status, form of control, or ownership of the Institution
 - C. The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the Institution was last evaluated.
 - D. The addition of courses or programs of study at a degree or credential level different from that which is included in the Institution's current accreditation or reaffirmation.
 - E. A change from clock hours to credit hours
 - F. A substantial increase in the number of clock or credit hours awarded for successful completion of a program
 - G. The establishment of an additional location geographically apart from the main campus at which the Institution offers at least 50 percent of an educational program.
 - H. The establishment of a branch campus
 - I. Closing a program, off-campus site, branch campus or Institution
 - J. Entering into a collaborative academic arrangement such as a dual degree program or a joint degree program with another institution
 - K. Acquiring another institution or a program or location of another institution
 - L. Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution
 - M. Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution's programs

The associate vice president for faculty, curriculum and programs and the College's SACSCOC Liaison will prepare submission documents for the above.

Revised February 2018