

TSU Curricular Development and Modification Approval

Row	Action	Curriculog Form (To begin Spring 2019); CARF form will be used until implementation of Curriculog is complete	Dept.	Dept. Chair	College	Dean	Graduate Council or Faculty Senate UG Committee	Vice President	President	TSU Board of Trustees	THEC
A	University admission, progression and graduation requirements (does not include changes to program-specific admissions, progression and graduation requirements)	1. Graduate Program Modification 2. Undergraduate Program Modification	✓	✓	✓	✓	✓	✓	✓	✓	
B	New Course	1. Graduate New Course 2. Undergraduate New Course	✓	✓	✓	✓	✓	✓			
C	Change to existing course rubric (prefix), course description, changing from lower division to upper division and upper division to lower division, credit hours, prerequisites and other course modifications*	1. Graduate Revise/Delete Course 2. Undergraduate Revise/Delete Course	✓	✓	✓	✓	✓	✓			
D	Termination of course	1. Graduate Revise/Delete Course 2. Undergraduate Revise/Delete Course	✓	✓	✓	✓	✓	✓			
E	Name change of existing academic major, minor, concentration or other program	1. Graduate Program Modification 2. Undergraduate Program Modification	✓	✓	✓	✓	✓	✓			
F	Change (increase or decrease) in the number of hours of an existing academic program	1. Academic Program Intake 2. Graduate Program Modification 3. Undergraduate Program Modification	✓	✓	✓	✓	✓	✓			

*Some minor course modifications may not require approval of the University Curriculum Committee. Minor course changes can be approved by an abbreviated process (department curriculum committee, department chair, college curriculum committee, dean, and Vice President)

Some new programs and program modifications may also require SACSCOC approval, which extends the time for program development.

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G	Modification of program admission, progression and graduation requirements, including any program curriculum requirements	1. Academic Programs Intake 2. Graduate Program Modification 3. Undergraduate Program Modification	✓	✓	✓	✓	✓	✓			
H	Change or add a program degree designation (such as B.A. to B.F.A.) if the change requires THEC approval	1. Academic Programs Intake 2. Graduate Program Modification 3. Undergraduate Program Modification	✓	✓	✓	✓	✓	✓	✓	✓	✓
I	Extension of an existing academic program to an approved off-campus center or instructional site	1. Academic Programs Intake 2. Graduate Program Modification 3. Undergraduate Program Modification (Former wording: "Extend an existing degree program to be delivered 100% at an off-campus location)	✓	✓	✓	✓	✓	✓			
J	Change of the primary delivery mode for an existing academic program	1. Academic Programs Intake 2. Graduate Program Modification 3. Undergraduate Program Modification <i>Former wording: "Conversion of an existing program to a fully on-line program (indicate with or without maintaining the existing ground program).</i>	✓	✓	✓	✓	✓	✓			

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K	New degree program (major)	1. Academic Programs Intake 2. Graduate New Academic Program 3. Undergraduate New Academic Program	✓	✓	✓	✓	✓	✓	✓	✓	✓
L	New certificate program (24 credit hours or less)	1. Academic Programs Intake 2. Graduate Program Modification 3. Undergraduate Program Modification	✓	✓	✓	✓	✓	✓	✓	✓	
M	New certificate program (in excess of 24 credit hours)	1. Academic Program Intake 2. Graduate New Academic Program 3. Undergraduate New Academic Program	✓	✓	✓	✓	✓	✓	✓	✓	✓
N	New concentration or minor	1. Academic Programs Intake 2. Graduate Program Modification 3. Undergraduate Program Modification	✓	✓	✓	✓	✓	✓	✓		
O	Inactivation of an existing academic major, minor, concentration or certificate	1. Academic Programs 2. Graduate Program Modification 3. Undergraduate Program Modification	✓	✓	✓	✓	✓	✓			

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P	Reactivation of an existing academic major, minor, concentration or certificate program that was placed on inactivation within the past 3 years	1. Academic Programs Intake 2. Graduate Program Modification 3. Undergraduate Program Modification	✓	✓	✓	✓	✓	✓			
Q	Termination of minor or concentration (either at the end of the 3-year inactivation period or an immediate termination)	1. Academic Programs Intake 2. Graduate Program Modification 3. Undergraduate Program Modification	✓	✓	✓	✓	✓	✓	✓		
R	Termination of major or certificate, regardless of credit hour length (either at the end of the 3-year inactivation period or an immediate termination)	1. Academic Programs Intake 2. Graduate Program Modification 3. Undergraduate Program Modification	✓	✓	✓	✓	✓	✓	✓	✓	
S	Conversion of existing concentration to a stand-alone major	1. Academic Programs Intake 2. Graduate Program Modification 3. Undergraduate Program Modification	✓	✓	✓	✓	✓	✓	✓	✓	✓

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T	Consolidation of two or more existing academic programs into a single academic program	1. Academic Programs Intake 2. Graduate Program Modification 3. Undergraduate Program Modification	✓	✓	✓	✓	✓	✓	✓	✓	✓
U	New academic unit that awards credit (division, college, school or department)	Need to build Academic Units form	✓	✓	✓	✓	✓	✓	✓	✓	✓
V	Renaming an academic unit that awards credit (division, college, school or department)	Need to build Academic Units form	✓	✓	✓	✓	✓	✓	✓		
W	“Minor” Reorganization of academic units that award credit (such as moving a department from one college to another college)	Need to build Academic Units form	✓	✓	✓	✓	✓	✓	✓		
X	Significant+ Reorganization of academic units that award credit (such as elevating the School of Nursing to the College of Nursing)	Need to build Academic Units form	✓	✓	✓	✓	✓	✓	✓	✓	✓

+ Significant reorganization includes one or more of the following criteria:

- Net increase in the number of academic units
- Existing academic unit will be placed at a higher organizational level
- Additional costs incurred (such as adding an additional chairperson or administrative assistant)
- Significant change in the activity of the academic unit with or without a name change.

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