CURRICULUM CHANGE GUIDELINES

Changes to existing courses and programs will be accepted for fall terms only. Proposed changes may be submitted at any time but will become effective in the appropriate catalog year.

Proposals for minor curriculum changes are submitted by e-mail. Minor curriculum changes are those that do not substantively change the nature of a particular program and/or those that have no effect or inconsequential effects on other College programs.

Minor curriculum changes that may be submitted by e-mail include:
- Course Number Changes
- Course Title Changes
- Course Description Changes
- Credit Hour Reductions (NOT increases)
- Course Deactivations or Deletions
- Changes in Lecture/Lab Distribution
- Removal (NOT addition) of Course Prerequisites

Process
Department Deans (only) email the Director of Curriculum with the proposed change using the electronic change format (http://www.pstcc.edu/departments/curriculum_and_instruction/curr/index.html). If all necessary information is included (such as a syllabus in master syllabus format), the Director of Curriculum then forwards the e-mail to the Registrar (for updating Banner). Approved changes will then be entered in the new catalog. Curriculum Development Committee (CDC) members will receive a list of minor curriculum changes. Department Deans will be notified if problems are identified. A list of all approved changes will be attached to the CDC meeting minutes and posted to the Curriculum Proposal Status Report on the web.

The following changes will continue to require a curriculum change form, formal review by the CDC, and approval by the Director of Curriculum and the Vice President of Academic Affairs:
- New Programs (degree and certificate)
- Program Changes (degree and certificate)
- New Courses
- Addition of Course Prerequisites
- Other Items Requiring CDC Discussion (e.g. increase in course credit hours affecting multiple programs)

Process
The faculty member initiating the change develops or revises the syllabus and, where applicable, the four-semester program plan. The documents are attached to Curriculum Change form(s) signed by the faculty member. Department Deans review, sign and submit the form(s) to the Director of Curriculum. If all necessary information is included (such as a syllabus in master syllabus format), the Director of Curriculum distributes the proposed changes to the CDC for review and approval. If problems are identified by the CDC, the paperwork is returned to the Department Dean for further revision and subsequent reevaluation by the CDC. Proposals not approved by the CDC are returned to the Department Dean; approved proposals are forwarded to the Director of Curriculum for approval. Curriculum changes approved by the Director of Curriculum are submitted to the Vice President of Academic Affairs. Curriculum changes approved by the vice president of Academic Affairs that do not require TBR approval are submitted to the registrar for updating SIS. Approved changes will then be entered in the new catalog. A list of all approved changes will be attached to the CDC meeting minutes and posted to the Curriculum Proposal Status Report on the web. For changes requiring TBR approval, see Pellissippi State Policies 03:04:01 and 03:04:02

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