

The modification of an existing course shall be defined as changing the course description, course number, course title, pre- or co-requisites, grade type, or lecture-lab distribution. The following process shall be followed to add a credit course, delete a credit course, or modify a credit course:

- I. The faculty member initiating the change develops or revises the syllabus and, where applicable, the program completion plan. The documents are attached to curriculum change form(s) signed by the faculty member. Proposed curriculum changes should be evaluated by appropriate departmental faculty prior to submission to the academic department dean.
- II. The academic department dean completes the curriculum change form(s). Where new or revised courses are part of the proposed change, the dean reviews the syllabus and ensures that all needed revisions have been made prior to submitting the documents to the director of Curriculum and New Program Development.
- III. The director of Curriculum and New Program Development distributes the proposed changes to the Curriculum Development Committee (CDC) for review and approval if required. If problems are identified by the CDC, the paperwork is returned to the academic department dean for further revision and subsequent reevaluation by the CDC. Proposals not approved by the CDC are returned to the dean; approved proposals are forwarded to the director of Curriculum and New Program Development.
- IV. After review by the director of Curriculum and New Program Development, proposals are forwarded to the vice president of Learning for approval if required.
- V. Curriculum changes approved by the vice president of Learning that do not require TBR approval (Pellissippi State Policies 03:04:01 and 03:04:02) are routed to the Registrar and subsequently to the Curriculum Office.
- VI. Official copies of syllabi for approved new and revised courses are placed on the Advising and Curriculum website.

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Approved: Executive Council, March 4, 1991  
Executive Council, November 2, 1992  
Executive Council, June 20, 1994  
President's Council, August 28, 1995  
Approved: President Allen G. Edwards, August 8, 1997  
Approved: President Allen G. Edwards, August 27, 2001  
Approved: President's Staff, May 15, 2006  
Approved: President Allen G. Edwards, May 15, 2006  
Editorial Changes, July 2008, July 1, 2009  
Reviewed/Recommended: President's Staff, July 19, 2010  
Approved: President Allen G. Edwards, July 19, 2010  
Reviewed/Recommended: President's Staff, May 9, 2011  
Approved: President Allen G. Edwards, May 9, 2011