

# **CURRICULAR SUBMISSION GUIDE**

2024-2025



THE UNIVERSITY OF  
**TENNESSEE**  
KNOXVILLE

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# 1. Curricular Submission Rules

## 1.1. Overview

### 1.1.1. Managing the Curriculum

Managing the curriculum is one of the most important roles of faculty members. With their broad knowledge and deep understanding of disciplines, faculty members are responsible for defining learning outcomes for students. In addition, faculty perform periodic assessment activities to determine how well those outcomes are being met as well as whether changes within the professional field or programmatic accrediting standards indicate that the learning outcomes need to be modified. As a result, faculty ensure the curriculum balances currency with grounded contemplation.

### 1.1.2. MC Curriculum (formerly Curriculog)

Starting with the 2023-2024 academic calendar, MC Curriculum™ software (formerly known as Curriculog) was implemented to automate the curricular change process at the University of Tennessee, Knoxville (see [MC Curriculum](#)).

MC Curriculum™ is a curriculum workflow system and companion software to MC Catalog™ (formerly Acalog), the online catalog software used by the University of Tennessee, Knoxville. Both systems are offered by Modern Campus.

### 1.1.3. Curricular Change Categorization

Curricular changes at the University of Tennessee are categorized into three subsets:

- High-impact changes, which include adding a new major or adding, dropping, archiving, or making major revisions to any high-demand course.
- Mid-impact changes, which include adding, dropping, archiving, or making major revisions to any course that is not high-demand or adding, ending, or making major revisions to programs.
- Low-impact changes, which are routine maintenance to existing courses or programs.

Please refer to the heading below **Glossary → Impact Level of Changes** for additional information. Contact the [Curriculum and Catalog Management team \(CCM\)](#) if you have additional questions.

The [CCM](#) team will identify and/or review the impact of items on the Curriculum Committee agenda through the use of appropriate labels. This will allow the committee to focus on significant changes, while spending less time on minor maintenance.

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## 1.1.4. Volunteer Core Curriculum

In spring 2017, the University of Tennessee, Knoxville, approved a proposal to redesign the general education curriculum. The new **Volunteer Core (Vol Core)** took effect Fall 2022. Courses in this curriculum must be approved by the Vol Core Committee of the Undergraduate Council. These courses are noted within the curriculum submission and within the course catalog with an asterisk (\*).

Please see heading **Other Items → Vol Core Courses** for more information.

## 1.2. General

### 1.2.1. Deadlines for Submitting Curricular Changes

Refer to heading **Other Items → Undergraduate Curricular Approval Calendar**  
Refer to heading **Other Items → Graduate Curricular Approval Calendar**

### 1.2.2. Effective Date of Changes

The academic year that changes are to go into effect is listed within the name of the MC Curriculum approval process form. One exception to this rule is that in rare instances, a proposal might include details in its rationale stating a different start date than the default date of the form.

### 1.2.3. Academic Discipline/Subject Changes

For information regarding Academic discipline and subject changes, please see **Other Items → Academic Discipline/Subject Changes.**

### 1.2.4. Requirements for Changes

- For each change proposal, indicate the following:
  - Rationale  
The reason for the change(s), including any learning outcome(s) and/or course or program assessment activities that influenced the change.
  - Impact on other units



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A course that is required by other departments/colleges will have more impact than courses that are specific to programs within the course's department. Run an impact report from within MC Curriculum™ to locate all impacted colleges or other academic units. Major changes to a course such as changes to prerequisites, credit hours, or dropping a course (whether replacing it with an equivalent course or not) could require changes to courses or programs in other units, so those units must be informed of the proposed change (see [Impact Review Procedure](#)). Minor edits to clarify the name of the course or its description probably will not need revisions by other colleges/units. For related information see [Glossary → Impact Level of Changes \(Courses\)](#) and [Glossary → Impact Level of Changes \(Programs\)](#).

- Financial impact  
Changing credit hours, limiting registration to a select group of students, or procuring additional resources are examples of revisions that would have a financial impact. If there is a financial impact, then this issue must be addressed in the proposal. If a new course is replacing a dropped course that had attached fees, then this must be addressed in the financial impact statement. Moving fees from a dropped course to a new course is not automatic.
- Other Documentation  
Any change that needs additional approval may require additional documentation. For more information see [Other Items → Required Approvals for Curricular Changes](#).

Note that Rationale, Impact on Other Units, and Financial Impact will appear as required fields (marked with an asterisk) in the MC Curriculum proposal form.

## 1.2.5. Courses

The MC Curriculum Approval Process (AP) form will display an asterisk (\*) beside required fields. The required criteria and layout will be automatically formatted in the MC Curriculum approval process form. Information is listed below for documentation purposes.

### GENERAL

- Forms within MC Curriculum™ will require certain minimum information.
- Equivalency fields need to be completed if a new course is replacing an old course and the two will be equivalent for repeat/replace purposes. The MC Curriculum form “New Prefix/Subject Code” stipulates that an equivalency table be completed for all courses moving from an old subject code to a new subject code. *Moving fees from a dropped course to a new course is not automatic.*



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- Courses are always equivalent to themselves; therefore, if revisions to an existing course are so extensive that the new version will no longer be equivalent to the previous version for repeat/replace purposes, then the old course should be dropped and a new course created under a new course number.
  - Some course proposals will request special criteria and/or conditions. MC Curriculum will show optional and/or mandatory fields to input this information.
    - Courses with attached fees (\$). *Please note that new course fees, including new courses that are replacing dropped courses or that are cross-listed with a course that has attached fees, will need to be approved by the Office of Budget and Finance. Please contact the Bursar's Office with any questions about course fees. Approval of fees is not automatic.*
    - Volunteer Core designation will be designated with an asterisk (\*) after the course has received approval from the Volunteer Core Committee.
  - Information for courses will be in the order listed in heading Other Items → Course Information Order. MC Curriculum proposal forms will set these fields by default.
  - The instructional method is assumed to be Lecture unless clearly stated in the Contact Hour Distribution field. See Other Items → Instructional Methods for additional information.
  - Courses fall into three categories, based on the impact of the change:  
*Please note that running an Impact Report in MC Curriculum (for revise and drop course forms only) will help identify curricular changes that affect colleges other than the host college.*
    - High-impact
      - Adding, dropping, or archiving any Vol Core (general education) or other high demand course, such as one with interdisciplinary applications that could be required for programs in two or more colleges or one that could impact individual program accreditation.
      - Course revisions that significantly change the course content, or enrollment-related or credit-hour revisions to a Vol Core (general education), tracking, or other high demand course. These revisions include registration restrictions, registration permissions, adding a prerequisite or corequisite that is not required by other programs that require the course, or increasing or decreasing credit hours.
    - Mid-impact
      - Adding, dropping, or archiving any course other than high-impact courses.
      - Course revisions that significantly change the course content, impact enrollment numbers, or are revisions to courses required by programs in colleges other than the host college. *Please remember that courses are always equivalent to themselves; therefore, if revisions to an existing course are so extensive that the new course will no longer be equivalent for repeat/replace purposes, then the old course should be dropped and a new course created under a new course number.*
    - Low-impact
      - Routine maintenance of existing courses that does not significantly change course content or impact enrollment.

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## ADD COURSES

- New courses are high- or mid-impact changes.
- Contact the [CCM](#) team for available course numbers. (Course numbers may not be reused for at least six years.)
- At the undergraduate level, numbers ending in 7 and 8 are reserved for honors courses.
- Course number 129 is reserved for use by the Vice Provost for Academic Affairs.
- Numbers 491, 492, and 493 are reserved for Foreign Study, Off-Campus Study, and Independent Study respectively.
- Course titles are limited to 30 characters (for the transcript title) or 100 characters (for the catalog title). (See [Glossary](#) → [Course Title](#).)
- Courses that are to use variable titles (Special Topics, Selected Readings, etc.) must specifically request that privilege.
- Credit hours must comply with the university's definition. (See [Glossary](#) → [Credit Hour](#))
- New course proposals must include a course description.
- Courses that will have an Experience Learning designation (N for Internship, R for Research, or S for Service Learning) are new courses and must also undergo an evaluation by a subcommittee of the Undergraduate Curriculum Committee. The deadline for these proposals is October 15. See [Other Items](#) → [Experience Learning Designated Courses](#) for additional information.
- New courses seeking to be approved as satisfying Vol Core requirements must be reviewed by both the Undergraduate Curriculum Committee and the Vol Core Committee. The deadline for these proposals is October 15. See [Other Items](#) → [Vol Core Courses](#) for further information.

## DROP OR ARCHIVE COURSES

- Dropped or archived courses are considered high- or mid-impact changes.
  - A dropped course is removed from the course catalog (and therefore cannot be added to the course schedule) beginning with the term the change takes effect. The course number will be available for reuse six academic years after that effective term.
  - An archived course is removed from the undergraduate catalog, but not permanently dropped. (Please see [Glossary](#) → [Archived Course](#) for additional information.) The course number does not become available for reuse if the course is archived. For the number to become available, the archived course would need to be dropped. The number would then become available six academic years after being dropped.
- Dropped or archived courses may impact two or more colleges. Impact reports are required in the proposal so that all colleges currently listing the course(s) as prerequisites or corequisites for courses or as requirement(s) for their programs can revise their curriculum accordingly. This report is equally important if the dropped or archived course is being replaced by a new equivalent course.

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- Courses not taught in four years or more are identified by the Curriculum and Catalog Management team (CCM), who then works with the colleges to determine if these courses should be retained, dropped, or archived.

## REVISE COURSES

- Course revisions can be high-, mid-, or low-impact changes.
- Courses are always equivalent to themselves; therefore, if revisions to an existing course are so extensive that the new course will no longer be equivalent for repeat/replace purposes, then the old course must be dropped and a new course created under a new course number.
- Changes to the credit hours for a course may necessitate changes to program requirements and the accompanying uTrack showcase, which would be listed under Program Changes, Revise Program. Impact reports can identify programs that need updating.
- Revisions to Experience Learning designated courses or to Vol Core courses may necessitate re-evaluation by the appropriate subcommittee of the Undergraduate Curriculum Committee or the Vol Core Committee.
- Revising course numbers: *Course numbers cannot be revised.* The course with the old number will need to be dropped and the course with the new number will need to be added, along with an equivalency chart to indicate that these two courses are equivalent for repeat/replace purposes. (Although it may seem at odds with the previous statement, in MC Curriculum this procedure is handled on a “Change Course Number / Subject / Department” form. The help text under the Course Number/Code field in the form clarifies that this field cannot be edited unless the equivalency field has been completed. This effectively becomes a drop course and add course but handled on one form.) If the course that is being dropped carries a Vol Core designation, the department must submit a proposal to the Vol Core Committee asking that the equivalent course carry the same designation. *Approval is not automatic. Any applicable course fees will need to be transferred to the new equivalent course. (See Glossary → Course Fees). Please contact the Bursar’s Office with any questions about these fees. Approval of fees is not automatic.*

### 1.2.6. Programs and Text

#### GENERAL

- The Approval Process (AP) forms will display an asterisk (\*) beside required fields.
- The required criteria and layout will be automatically formatted in the MC Curriculum approval process form.
- MC Curriculum has a ‘show current with markup’ tracking feature that helps originators and reviewers identify changes.
- Text changes must follow the established conventions found in the UT Editorial Guide, which may be viewed at <https://brand.utk.edu/standards/editorial/>. For

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questions other than those regarding the UT brand, please refer to the *Chicago Manual of Style*.

## ADD PROGRAMS

- New majors or degrees need approval by THEC after approval by the Undergraduate or Graduate Council and the Faculty Senate.
- New concentrations, minors, or certificates do not require THEC approval, but THEC notification is required for new concentrations and certificates once the changes have been approved at all campus levels (new minors are not reported to THEC).
- All bachelor's degrees must require a minimum of 120 credit hours for completion of the degree and the new major and/or concentration proposal must include a uTrack showcase.
- The number of required credit hours for graduate and professional programs can be found in the Graduate Catalog.
- New programs should include a list of learning outcomes.
- If the new program is replacing an old program, then the new program is coded (in Banner) as an "Add" and the old program is coded as "End." *Note that this happens when a program is changing names, because students who graduated under the program with the old name would need to continue to have the old program name on their transcripts. The rationale should address the change to the program name.*

## END PROGRAMS

- Programs are "ended" rather than dropped.
- Ended programs are removed from the catalog of the "effective term" of the change but remain active for those students who are on catalog years that allow that program as a valid choice. Ended programs enter a six-year teach-out period and can be inactivated in Banner at the end of that time. (In contrast, dropped courses become inactive with the catalog of the effective year.)
- THEC requires that the university inform them of the number of students currently in a program that is to be ended. That field on the End Program form is mandatory, and an approximate number of students is acceptable.

## REVISE PROGRAMS

- Revisions to programs are usually mid- or low-impact revisions.
  - Mid-impact revisions include significant changes to program requirements, such as significant changes to the courses required for the degree especially if those changes involve courses from a college other than the program's host college.
  - Low-impact revisions include slight changes to program requirements, such as replacing a dropped course, changing the recommended term for a course, or updating a milestone.

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- Bachelor's programs must continue to meet the required minimum of 120 hours.
  - The entire program requirements, including uTrack showcase, can be imported into the MC Curriculum proposal.
  - Changing the name of a program requires ending the old program and adding the new one.
  - If the new program is replacing an old program, then the new program is listed as an "Add" and the old program is listed as "End." *Note that this happens when a program is changing names, because students who graduated under the program with the old name would need to continue to have the old program name on their transcripts. The rationale should address the change to the program name.*

## 2. Curricular Change Process

The following information reflects curricular change processes that have existed prior to MC Curriculum implementation and remain current. With the implementation of MC Curriculum, the approval process electronic forms (Course, Program and Other forms within the platform) are designed to reflect current curricular change processes and are reviewed and updated on an annual basis. Each approval process is designed to include a workflow that adheres to the curricular change process outlined herein.

### 2.1. College-Level Approval

- a. **Faculty members** submit proposals for new courses (including requests for Experience Learning course designation), course revisions, new programs, and program revisions to their departments.

Note: New courses proposed as satisfying a Vol Core requirement may be submitted concurrently by the faculty member to their department and to the Vol Core Committee. New courses that have not yet been approved by their colleges can be reviewed by the Vol Core Committee but are approved pending approval by all other governing bodies. If the new course proposal is rejected by the department, college, Curriculum Committee, Undergraduate Council, or Faculty Senate, then the approval by the Vol Core Committee is voided.

- b. **Faculty within the department** review these proposals, following policies and procedures established by the department, and forward approved proposals to their colleges.
- c. **Faculty within the college** review departmental proposals, following policies and procedures established by the college.

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## 2.2. Undergraduate Council Approval

- a. The Curriculum and Catalog Management team (CCM) reviews submissions from the college proposal originators for potential problems, such as incomplete information or a course number that is not available for use, and monitors impact reports when necessary to determine if/how proposals impact other units, resolving any issues with the administrator(s) from the corresponding college(s). When the CCM team (named UG Admin Initial Review within the approval process form) approves the proposal, it will move forward via MC Curriculum through the workflow in the approval process.
- b. **Subcommittees**, such as the R-designated subcommittee of the Curriculum Committee or the WC subcommittee of the Vol Core Committee, review proposals and forward approved proposals to their full committee for review.
- c. **Committees** receive proposals from the colleges, review curricular changes, and forward approved proposals to the Undergraduate Council.
- d. **The Undergraduate Council (UGC)** reviews proposals and forwards approved proposals to the Faculty Senate. Actions by the UGC and its committees are entered into the minutes of the UGC and become part of a permanent record of the university.

## 2.3. Graduate Council Approval

- e. The Curriculum and Catalog Management team (CCM) reviews submissions from the college proposal originators for potential problems, such as incomplete information or a course number that is not available for use, and monitors impact reports when necessary to determine if/how proposals impact other units, resolving any issues with the administrator(s) from the corresponding college(s). When the CCM team (named GR Admin Initial Review within the approval process form) approves the proposal, it will move forward via MC Curriculum through the workflow in the approval process.
- a. **Curriculum Committee** receives proposals from the colleges, review curricular changes, and forwards approved proposals to the Graduate Council.
- b. **The Graduate Council (GC)** reviews proposals and forwards approved proposals to the Faculty Senate. Actions by the GC and its committees are entered into the minutes of the GC and become part of a permanent record of the university.



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## 2.4. Faculty Senate Approval

- a. The Faculty Senate reviews and makes decisions regarding the proposals.
- b. The Council Chairs attend Faculty Senate meetings and inform the Curriculum and Catalog Management team (CCM) of their decisions.

## 2.5. THEC or Other Approvals

- a. New majors and new degrees must be approved by THEC.
- b. The college is responsible for submitting the proposal to THEC. See under heading **Other Items** → **Required Approvals for Curricular Changes.**
- c. Programs needing THEC approval will not be entered into the academic catalog until approved by THEC.

## 2.6. Next Steps

- a. The Curriculum and Catalog Management team (CCM) enters and/or oversees entry of approved changes into Banner and MC Catalog, the university's SIS and catalog software respectively.
- b. The CCM and DARS encoders proof the catalog draft and make corrections, if necessary.
- c. The CCM activates Banner updates and publishes the catalog. The undergraduate office goal for publishing the catalog is before the first day of registration for the upcoming fall term (early- to mid-April). The graduate office goal to publish the catalog is later than the undergraduate date and is approximately late spring to early summer.
- d. Proposals awaiting THEC approval are not entered into the catalog until THEC acts on them. Approved proposal(s) can be added to the catalog after initial publication of the corresponding catalog as long as THEC acts on the proposal(s) prior to the beginning of the fall term. See under heading **Other Items** → **Required Approvals for Curricular Changes.**

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## 3. MC Curriculum

### 3.1. MC Curriculum Basics and Terms

#### 3.1.1. Introduction

MC Curriculum™ is a curriculum design workflow system and companion software to MC Catalog™, the online catalog software used by the University of Tennessee, Knoxville. Both systems are offered by Modern Campus.

MC Curriculum automates the process of curriculum approval, helping colleges and universities to approve course, program, and all catalog content changes and improve communication about the curriculum across campus.

#### 3.1.2. Hierarchy

- Hierarchy in MC Curriculum will mirror the hierarchy of UTK (the institution), but its purpose is different from MC Catalog.
  - In MC Catalog, hierarchy controls the ownership of courses and programs.
  - In MC Curriculum, hierarchy controls the User placement in the Workflow.
  - The next two sub-headings below, **Role Types** and **Roles**, correlate with hierarchy and work together to form the workflow participants.

#### 3.1.3. Role Types

- A Universal term that can be applied across the institution.
  - Department Chair
  - Associate Dean (AD), Registrar, etc.

#### 3.1.4. Roles

- Specific to a particular department/school or college
  - Example; Associate Dean (**Role Type**)
    - Associate Dean of College of Arts and Sciences (**Role**)
    - Department Chair of English (**Role**)
- Many Roles can be created under a single Role Type
  - Example; Department Head (**Role Type**)
    - Art Department Head (**Role**)
    - English Department Head (**Role**)
- Participants must be assigned to a **Role** for that Role to function in a workflow

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- Example; Art Department Head (**Role**)
    - John Smith (participant assigned to this **Role**)
    - When John Smith is replaced by Jane Smith, the corresponding change in participant to that **Role** must be made by administrators in MC Curriculum

### 3.1.5. Users

#### Reviewers

- Logged in users can view proposals and agendas.
- The majority of MC Curriculum users are reviewers.

#### Originators

- May view proposals and agendas.
- Originators are granted permission by their college to create new proposals.
- MC Curriculum system administrators are informed by the college to turn on the originator setting which activates the + New Proposal button on their dashboard.

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#### Approvers

- May view proposals and agendas.
- Approvers are named at a specific approval step or steps with the ability to make a decision on the proposal at that step of the approval process.

#### Administrators

- Administrators have wide access within MC Curriculum to control settings based on the curricular approval process and instructions from colleges and the institution.
- Administrators control the background processes which includes creating proposal forms and maintaining account settings for all users.

### 3.1.6. Approval Process (AP)

- Form
  - Forms (course, program, and other proposal forms) are created by administrators and these forms are tied to a specific year working catalog.
  - Originators will use one of the available forms to create a proposal.
- Steps
  - Each form generates a workflow (approval process) after it is saved and launched by the originator.
  - All of the steps combined make up the approval process workflow.
  - Some steps are required (e.g., Originator, Admin Initial Review)

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- Some steps are conditional on information that is completed in the proposal by the originator. For example, if a form is requesting to revise information that is not required to go through the approval process (e.g., update faculty names on a department page), then only the required steps will populate in the approval process (Originator – Admin Initial Review).
  - The approval process cannot be edited after the proposal has been launched by the originator.

### **3.1.7. Proposal**

- Users will originate (create) proposals using the approval processes (AP) that were created in advance by administrators.
- Proposals are the requests that originators will make to request a change (revise course, revise program, drop course, end program, text change) or new item (add course, add program) to be added to the catalog.
- The proposal will travel along the workflow that was created following the steps in the approval process.

### **3.1.8. Integration**

- Data flows between MC Catalog and MC Curriculum through a piece of software known as Integration Manager, which functions as a data store.
- Integration Manager allows the importing and exporting of course and program information and syncs data between the two systems at recurring intervals.

### **3.1.9. Smartfields**

- Fields that can be used in the form of an approval process.
- Allows the users to pick from a dropdown list.

## **3.2. Overview**

### **3.2.1. General Navigation**

#### **LOGGING IN**

Access MC Curriculum™ at <https://utk.curriculog.com>. Click the Login button at the top right.

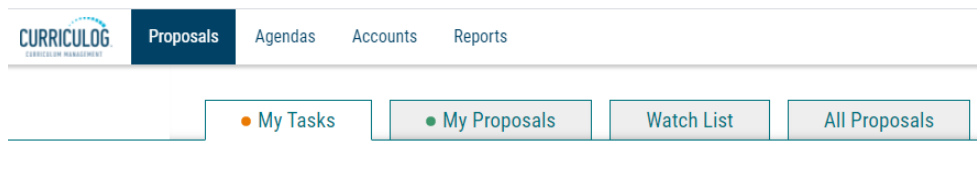
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Login

You will be prompted to login using your university Single Sign On username and password.

The dashboard will appear.

## THE DASHBOARD



- The My Tasks tab in the Proposals section will show proposals that await your review.
- The My Proposals tab will contain proposals that you have originated.
- The Watch List tab contains proposals you have tagged to follow.
- The All Proposals tab will contain all proposals currently in a workflow.

The ribbon across the top indicates other areas of MC Curriculum™, including Agendas, Accounts, and Reports. In Agendas you will see meeting agendas created by Agenda Administrators for various committees. Under Accounts you will see all the users of MC Curriculum™. The Reports area allows users to create reports on proposals, curriculum impact reports, and historical change.

## ACCOUNT SETTINGS

Users may access their account information under My Settings, accessed by clicking the person icon (located in the upper right-hand corner) after a successful login.



The user account summary contains personal information, user roles, and user rights. If your personal information is incorrect, contact an MC Curriculum™ administrator at [curriculum\\_help@utk.edu](mailto:curriculum_help@utk.edu). If you have a user role on a committee or as an approver it will be shown in your account summary. Email notifications serve as a reminder to review, comment on, or approve proposals and are set by default to Daily Email Digest. Some users prefer to change this setting to receive fewer notifications.

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## 3.2.2. Proposals

### PROPOSAL TYPES

#### DESCRIPTION

Proposals fall into three general categories: Course forms (3.3.), Program forms (3.4.), and Other forms (3.5.). Course proposal forms are used to add, revise, or drop/archive courses. Program proposal forms are used to add, revise, or end programs including majors, concentrations, minors, and certificates. Other proposal forms cover requests that are not accommodated through course and program forms. Additionally, each proposal form type is subdivided into undergraduate proposal forms and graduate proposal forms.

Each form contains fields to be completed by the originator. Some fields are required (marked with an asterisk) and other fields are optional. Upon launching the form (described later), the form will automatically set up an approval process (workflow) based on the information that is entered into the form fields.

#### UNDERGRADUATE PROPOSAL TYPES

- UG Add Course
- UG Revise Course
- UG Change Course Number / Subject / Department
  - Use this form only in instances when a course is changing its number, subject/prefix, and/or department.
  - When using this form, other course information may be revised within the same form.
- UG Drop/Archive Course
- UG Vol Core
  - This form is being test launched during the 2024-2025 academic year.
  - Do not use this form unless you have received prior permission.
  - The regular Vol Core approval process continues outside of MC Curriculum.
- UG Add Program
- UG Revise Program
- UG Change Program Name / Department
  - Use this form only in instances when a program is changing its name and/or changing department
  - When using this form, other program information may be revised within the same form.
- UG End Program



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## GRADUATE PROPOSAL TYPES

- GR Add Course
- GR Revise Course
- GR Change Course Number / Subject / Department
  - Use this form only in instances when a course is changing its number, subject/prefix, and/or department.
  - When using this form, other course information may be revised within the same form.
- GR Drop Course
- GR Add Program
- GR Revise Program
- GR Change Program Name / Department
  - Use this form only in instances when a program is changing its name and/or changing department
  - When using this form, other program information may be revised within the same form.
- GR End Program

## OTHER FORMS

- Content and Text Change (Non-Program Requirements)
- Committee Reports
  - Used by administrators to submit committee reports to Council
- Correction Items
  - Visible and launched after cycle 4 through cycle 6.
- Courses Not Taught in 4 Years
  - Submitted by administrators to colleges/units during cycles 1 and 2.
- Informational Items
  - This form can be used for submitting informational items to a single committee or through the full approval process.
- New Prefix/Subject Code (Undergraduate)
- New, Rename, Move, or Drop Academic Unit
- Other Form
  - Please contact CCM team [curriculum\\_help@utk.edu](mailto:curriculum_help@utk.edu) before using this form.
- Update Approval Tree(s) / Update Originator(s)
  - Used by colleges to update approvers and originators
- Vol Core Agenda Form
  - Used by Vol Core chair and/or administrators

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## STARTING A NEW PROPOSAL

Select the Proposals tab in your dashboard.



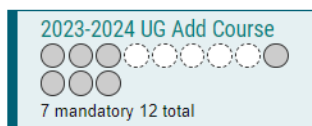
To start a new proposal, press the + New Proposal button. All available proposal types will be displayed.



You can restrict what type of proposals appear by choosing one of four buttons.



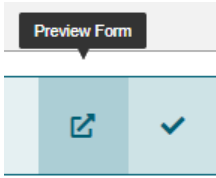
You can review the proposal workflow steps (approval process) by clicking the proposal name above the bubbles. Note: The example seen here and in other sections is for undergraduate level, but the graduate level form options will also be visible in your dashboard. Look for UG and GR in the form titles to distinguish levels.



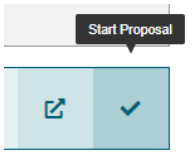
This will bring up the Process Steps on the right side of the screen.

Process Steps	
Originator	
Participants	
Originator	
Step Details	
Work:	edit, comment
Decisions:	approve 100% required
Requests Available:	no
Agenda:	no
Signature:	none
Deadline:	
Administrative Initial Review (Registrar's Office)	

You can preview the proposal form by clicking the Preview Form icon. A new window will launch.



You can initiate a new proposal by clicking the Start Proposal checkmark icon.



If the approval process you wish to create requires you to import data from MC Catalog™ before the proposal can load, you will get the following dialog box:

2023-2024 UG Revise Course x

Search Curriculum Inventory

**Prefix**  **Code**

**Name**


**Source**

**Exclude previously imported results**

In the example above, the demo course MUSC 101 is being imported for modification. Note that MC Curriculum™ uses the word ‘code’ for course numbers. If this was a Revise Program form, you could search for available programs by name.

Once you have found the item that you wish to import, click the icon on the right to import the course or program data.

**MUSC 101 Fundamentals of Performance** *(previously imported)*  
School of Music, Department of  
Private instrumental or vocal study, one or two half lessons per week. This course is designed to prepare students for enrollment in Music Performance 103-195. Requires payment of applied music fees....

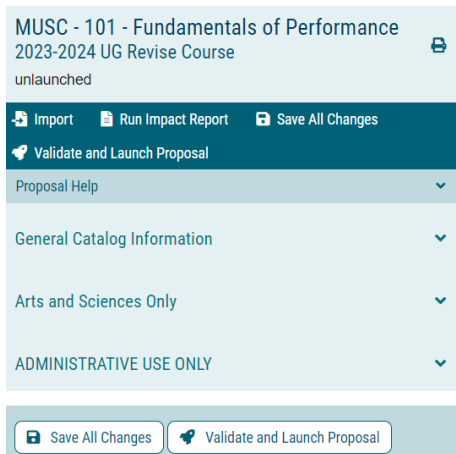


Select the Build Proposal button to begin working on your proposal.

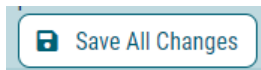
**Build Proposal**

[Return to Search](#)

Each proposal contains several sections which can be collapsed and opened as you work through the fields. Use the arrows at the right of each section heading to expand and collapse the sections if needed. Do not edit or input information in the Administrative Use Only section.



Remember to save your changes often by pressing Save All Changes.



**WARNING:** There is no 'undo' in MC Curriculum™. If you hover over a field or text block and activate the delete option (an X or trashcan icon) and click to delete, the item will be deleted from your proposal with no way of retrieving it. Some deletions will ask if you're sure, but not all. Be careful.

### 3.2.3. Workflow (Approval Process)

#### DESCRIPTION

Curriculum review proceeds from a proposal originator through several workflow steps (approval process), where a designated approver moves the proposal to the next step. Workflow steps may be required (e.g., Faculty Senate) or may be conditional depending on the proposal requirements (N subcommittee approval if the proposal is seeking internship course designation for an undergraduate course).

One important feature of MC Curriculum™ is real time editing. At any level the approver can modify proposals, fix errors, or enhance the proposal. This should reduce the number of proposals rejected and sent back to the originator for an update. Approvers and committee members can update proposals live in committee meetings to help ensure success at the next level.

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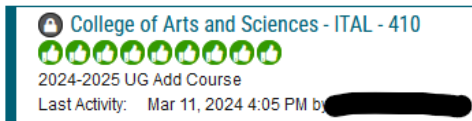
If a proposal is rejected, in most cases it is sent back to the originator.

## USERS AND ROLES

All UTK faculty may create proposals as originators if they are permitted originator status by their college/unit (see section 3.6.7. for procedure to add originator). In addition, certain people can fill specific roles. These roles are maintained by the MC Curriculum™ admins and each year the roles will be reviewed and updated according to faculty, committee, and college instructions. Each committee must have a designated chair and may have a designated agenda administrator (if the chair does not wish to set and manage the MC Curriculum meeting agendas).

## COMMENTING AND EDITING VISIBILITY

Committee members and approvers can comment on and edit proposals while they are under review at their step. To access a proposal, click on the proposal's name.



Edits and comments are tracked and logged by user. To comment on a proposal, click on the Discussion icon in the Proposal Toolbox (right window).

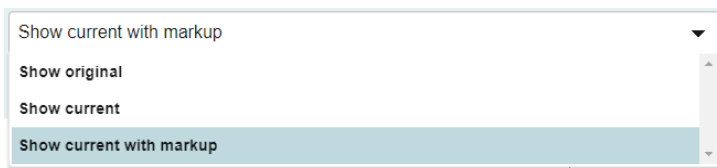


Select “Add Comment” and type the comment in the dialog box.



**WARNING:** Comments cannot be deleted and are tracked to their author. Add new comments with careful consideration as they become a permanent record.

To see changes to original text, select ‘Show current with markup’ in User Tracking.



Changes to any field are shown in a different color. If the proposal was imported, these changes are shown from the point of import. If the proposal was not required to be

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imported (e.g., add course), markups (edits) become visible after the proposal is validated and launched.

## DECISIONS

At each workflow step there are decision options for the approver. Click on the Decisions tab to access the decision options.



The most common decisions will be to approve and move the proposal to the next step, or to reject and send the proposal back to the previous step (sometimes back to originator). Generally, it is not recommended to select Custom Route. If needed, contact an administrator before choosing Custom Route to consider other options.

Comments are optional for approval. Comments are required for a rejection.

The following are more options that may appear on some steps but not all:

- **Hold** - Submits a request for the proposal to not advance in the approval process. Work can continue on the proposal, however, it will not advance in the workflow until the hold is removed by an administrator.
- **Suspend** - Submits a request for the proposal to not advance in the approval process. No work may be done on the proposal and it will not advance in the workflow until the suspension is removed by an administrator.
- **Cancel** - Submits a request to cancel the proposal and delete it from MC Curriculum™. An approved cancel request will refer the proposal back to the originator. The originator may then re-launch the proposal or cancel it, which will delete the proposal from MC Curriculum™.
- **Custom Route** - A custom route is an additional ad hoc step outside the steps in the approval process. This option can be used to require approval from someone



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outside the normal approval route (e.g., a department chair in a collaborating department). Please contact an administrator before choosing this option.

It is recommended that instead of using the Hold or Suspend feature (if available) that approvers just do not approve. This effectively pauses a proposal until changes can be added. Then the proposal can be approved so that it moves to the next step. Using Hold or Suspend (if available) may slow down the process.

### **3.2.4. Help**

#### **GENERAL HELP**

General help with the UTK curriculum process is available by sending an email to [curriculum\\_help@utk.edu](mailto:curriculum_help@utk.edu). Your request will be reviewed by the [CCM](#) team. Please include the letters UG (undergraduate) or GR (graduate) in the subject line of your email if the request is specific to one of the levels.

#### **CONTEXTUAL HELP**

Contextual help that has been customized to the UTK curriculum process is available on all proposal forms as small help text associated with each field. General help with some icons is available by selecting the help icon in the upper right corner of your dashboard.

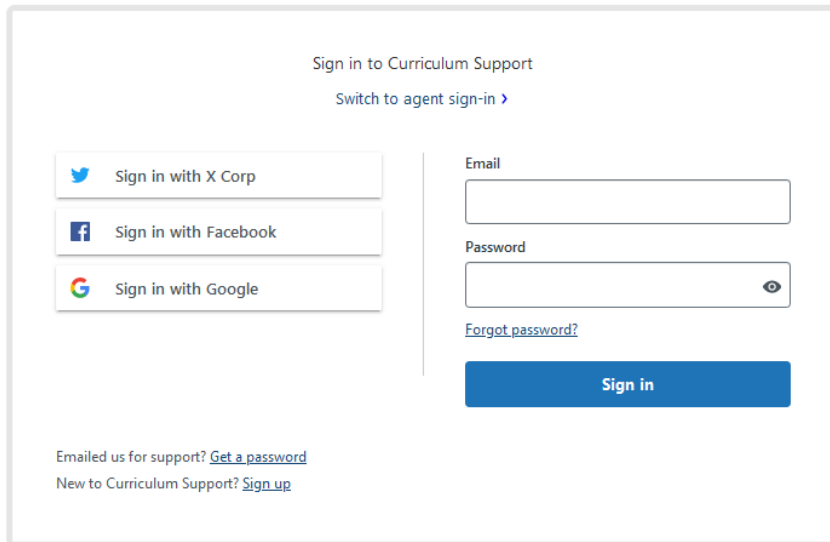


Note that the search function is also available.

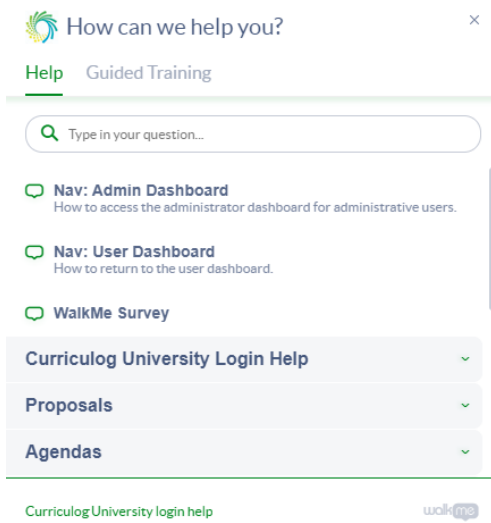
#### **TUTORIALS**

Video tutorials, a user manual, and a search function for that manual is available on the MC Curriculum™ University website. Go to <https://moderncampus.zendesk.com> and sign in with your email and password.

If you are a first-time visitor you will need to sign up. Look for “New to Curriculum Support? Sign up” in the screen below.



There is also a feature called “Walk Me Through” available as a popup in the lower right corner of the proposal. The “Walk Me Through” feature can be used for personal training and troubleshooting.



When starting MC Curriculum, go to “Walk Me Through” then “Help” and the “Resources” tab for video tutorials and self-guided trainings on MC Curriculum’s various functions. The self-guided trainings review all the major features of MC Curriculum.

The “Walk Me Through” feature includes guided training for items like proposals, agendas, and reports as step-by-step instructions. However, the step-by-step instructions only apply to your individual account, so if you do not have an active proposal or agenda, then the instructions may be limited.

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## 3.3. Course Forms

**Warning:** Do not submit multiple (two or more) proposals for the same course. See [“Duplicate Proposals in MC Curriculum”](#).

### 3.3.1. Add Course

#### BEFORE YOU BEGIN

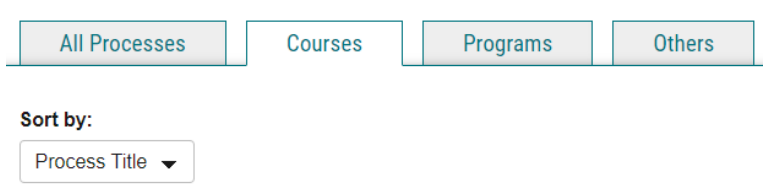
Make sure the course abbreviation and number of the course that you wish to create is available and hasn't been used within the past 6 years. If you are unsure, contact an administrator at [curriculum\\_help@utk.edu](mailto:curriculum_help@utk.edu) before launching your proposal.

#### START AN ADD COURSE PROPOSAL

With the Proposals tab active in your dashboard, click on the +New Proposal button.

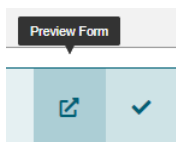


Select the Courses tab to limit availability to proposals for courses only.

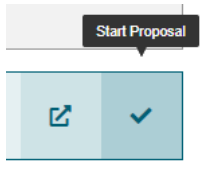


Select the approval process that you wish to use from the undergraduate or graduate selections (e.g., 2025-2026 GR Add Course).

You can review the proposal template by clicking the Preview Form icon. A new window will launch.



You can initiate your new proposal by clicking the Start Proposal checkmark icon.



## COMPLETE REQUIRED FIELDS

Required fields are indicated with an asterisk.

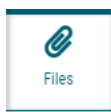
**Course Title (max 100 characters)\***

*Course title to be displayed in the Catalog.*

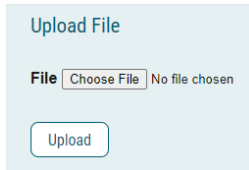
Note: Although you are encouraged to save your proposal at any time that you desire, be sure to complete all required fields and complete all additional fields BEFORE you validate and launch the proposal. This will ensure that all edits displayed after launch will truly be edits and not original submission that erroneously appears as edits when “show current with markup” is selected in the User Tracking (for example, if you launch a proposal and then continue to make changes as an originator, those changes will appear to reviewers as edits in the Tracking – by waiting to launch after you have finished all your work, this can be avoided – it is not critical but this does keep a cleaner proposal for easier review by approvers).

## UPLOAD A SYLLABUS (If Desired)

To upload a syllabus or any other document, select the Files icon tab located in the proposal toolbox seen on the right side of the proposal screen. Note that a syllabus is not required by the Curriculum Committee, Council, or Faculty Senate, although your college may want to see it. Follow your college’s guidance on this item. Note: If proposing a 400-level class that is to be available for graduate credit, please submit a syllabus showing how the graduate credit version of the class is different from the UG class requirements.

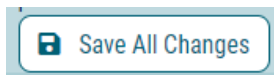


Select Choose File, then use the Upload button.



## COMPLETE ADDITIONAL FIELDS

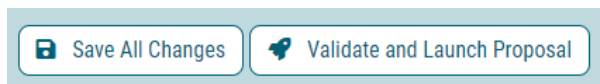
Fill in any remaining fields that are applicable to your proposal. Make sure you save often using the Save All Changes button.



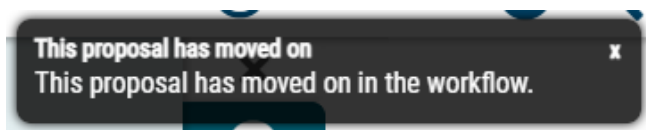
## LAUNCH AND APPROVE

You may launch the proposal any time after you have saved and completed the required fields. It is good practice to launch your proposal after you have completed the required fields, completed all additional fields, and saved the proposal.

To launch the proposal, select the Validate and Launch Proposal spaceship icon.



Once you launch the proposal, you will see a confusing message.



Your proposal has not, in fact, moved on in the workflow (a better interpretation of this message is, “This proposal has moved into the workflow”). The proposal will not move on in the workflow until you complete the next step.

**IMPORTANT!** To move the proposal to the next step in the workflow, you must approve your own proposal. Select the Decisions icon in the Proposal Toolbox.



Select the Approve button. Then click Make My Decision. You may choose to add a comment. Remember that comments are a permanent record in MC Curriculum and

cannot be deleted once captured by the system. Place comments with careful consideration.

**What would you like to do with this proposal?**

Approve       Custom Route

Reject

**Please comment on your decision below.**

**Make My Decision**

The message that your proposal has moved on in the workflow appears again and you can see that the status of the proposal now has a green thumbs-up in the first step. The progress bubbles seen below act as a shortcut to view which step the proposal has reached. Hover over the bubbles to use this feature.



To monitor the progress of the proposal in more detail, you can open the proposal and select Workflow Status using the icon tab on the right side of the screen.

The Workflow Status will show all the approvers needed to complete the workflow process, and the status of the proposal at all available levels.

**IMPORTANT NOTE:** Check to make sure that the people listed as approvers are in fact the people you know to be in those roles. For example, if your department chair has changed but MC Curriculum™ lists your previous department chair in the next step, that needs to be corrected. Contact [curriculum\\_help@utk.edu](mailto:curriculum_help@utk.edu) to report an error.

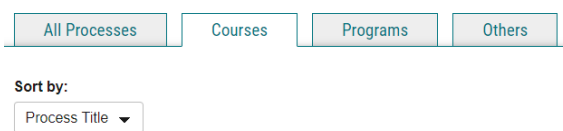
## 3.3.2. Revise Course

### START A REVISE COURSE PROPOSAL

With the Proposals tab active in your dashboard, click on the +New Proposal button.



Select the Courses tab to limit availability to proposals for courses only.



Select the approval process that you wish to use from the undergraduate or graduate selections (e.g., 2025-2026 UG Revise Course).

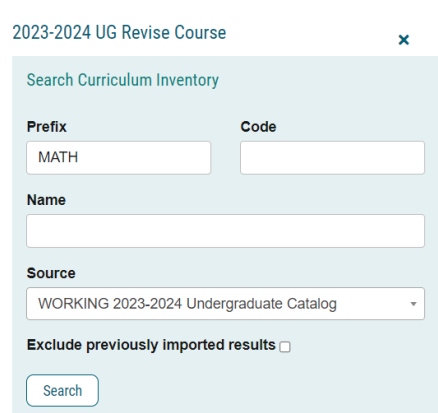
Start the proposal by clicking the check mark on the right of the proposal title.



## IMPORT COURSE INFORMATION

You will be asked to find the course from the working copy of the catalog in MC Catalog™.

It is recommended to search for courses using the prefix and code (number). Once you initiate the search, a course list will appear. To prevent proposal duplications and potential over-write errors, it is recommended that the 'Exclude previously imported items' box is checked. If you uncheck this box, be sure that no duplicate proposal is active in the system.






Select the course that you want to modify by clicking the arrow icon (on the right side of the screen).

Show: 20 results [Preview and Build MATH 113 Mathematical Reasoning](#)

**MATH 113 Mathematical Reasoning**  
Mathematics, Department of  
Classical and modern topics in number theory, logic, geometry, and probability with emphasis on problem solving. Consumer mathematics and other real-world applications....



Scroll to the bottom of the Import Data page and select Build Proposal.

[Build Proposal](#) [Return to Search](#)

Pre-existing data will populate fields that currently hold data.

## CREATE AN IMPACT REPORT

Click the Run Impact Report icon in the upper left.

 [Run Impact Report](#)

This will open a dialog to create the report.

Select the **WORKING** copy of the catalog (Graduate or Undergraduate). **DO NOT** select from the MC Curriculum (Curriculog) options and **DO NOT** select multiple catalogs.

### Impact Report for ENGL 101

In order to run an impact report, you will first need to select one or more external systems to search. Please note that maps with a grey background are unavailable as sources for the report. When you have finished, click "Generate Report" to return to the Impact Report.

#### Current Maps:

##### Acalog

2023-2024 Graduate Catalog


2023-2024 Undergraduate Catalog

2024-2025 Undergraduate TEST Catalog

DO NOT USE\_INTEGRATION UG 2023-2024

DO NOT USE\_TEST GR 2023-2024

WORKING 2023-2024 Graduate Catalog

 WORKING 2023-2024 Undergraduate Catalog

##### Curriculog

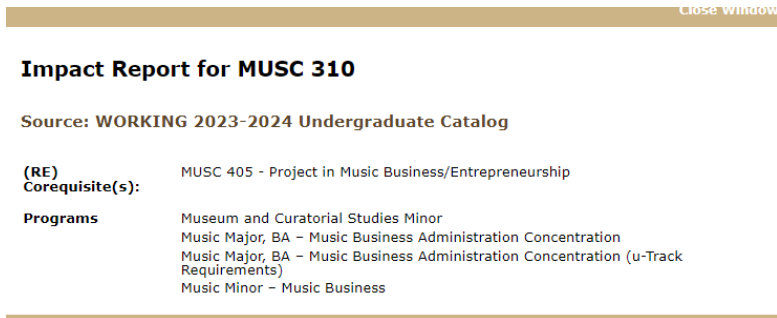
2023-2024 GR Add Course

Click on "Generate Report".

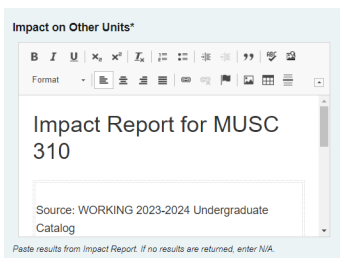


Generate Report Cancel

Your report will appear.



Copy and paste your impact report into this textbox.



You must respond to the following question:

**Have you consulted with all programs/departments that will be impacted by this change?\***

Yes  No  Minor changes only/Not Applicable

If the impact report indicates an impact to other college(s)/unit(s), please obtain and attach documentation (email chain or pdf letter) that displays the Department Head (or equivalent) of each impacted unit indicating their acknowledgement and feedback on this proposal (See [Impact Review Procedure](#) under section 3.6.10).

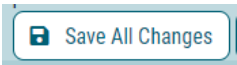
## COMPLETE REQUIRED FIELDS

Required fields are indicated with an asterisk.

Take a moment to proof the imported data fields for accuracy.

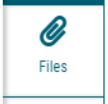
**IMPORTANT!** Complete all required fields BEFORE you launch the proposal. This will allow later changes to original field data to be visible as edits (revisions to the course).

Use the save button to save your changes at any time.

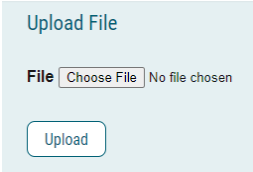


## UPLOAD A SYLLABUS (If Desired)

To upload a syllabus or any other document, select the Files icon tab located in the proposal toolbox seen on the right side of the screen. Note that a syllabus is not required by the Curriculum Committee, Council, or Faculty Senate, although your college may want to see it. Follow your college’s guidance on this item.

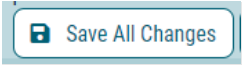


Select Choose File, then click the Upload button.



## COMPLETE ADDITIONAL FIELDS

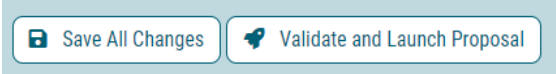
Fill in any remaining fields that are applicable to your proposal. Make sure you save often using the Save button.



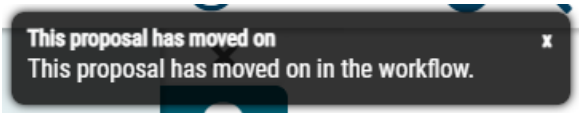
## LAUNCH THE PROPOSAL

You may launch the proposal any time after you have saved and completed the required fields. It is good practice to launch your proposal after you have completed the required fields, completed all additional fields, and saved the proposal.

To launch the proposal, select the Validate and Launch Proposal icon.



Once you launch the proposal, you will see a confusing message.



Your proposal has not, in fact, moved on in the workflow (a better interpretation of this message is, "This proposal has moved into the workflow"). The proposal will not move on in the workflow until you complete the next step.

**IMPORTANT!** To move the proposal to the next level in the workflow, you must approve your own proposal. Select the Decisions icon in the Proposal Toolbox.



Select the Approve button. Then click Make My Decision. You may choose to add a comment. Comments are a permanent record in MC Curriculum and cannot be deleted once captured by the system. Place comments with careful consideration.

**What would you like to do with this proposal?**

Approve       Custom Route  
 Reject

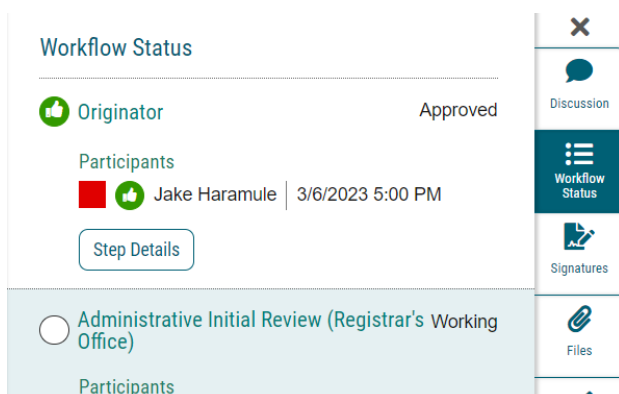
**Please comment on your decision below.**

**Make My Decision**

The message that your proposal has moved on in the workflow appears again and you can see that the status of the proposal now has a green thumbs-up in the first step. The progress bubbles seen below act as a shortcut to view which step the proposal has reached. Hover over the bubbles to use this feature.



To monitor the progress of the proposal in more detail, you can open the proposal and select Workflow Status using the icon tab on the right side of the screen.



---

The Workflow Status will show all the approvers needed to complete the workflow process, and the status of the proposal at all available levels.

IMPORTANT NOTE: Check to make sure that the people listed as approvers are in fact the people you know to be in those roles. For example, if your department chair has changed but MC Curriculum™ lists your previous department chair in the next step, that needs to be corrected. Contact [curriculum\\_help@utk.edu](mailto:curriculum_help@utk.edu) to report an error.

### **3.3.3. Change Course Number / Subject / Department**

The purpose of using this form (rather than the Revise Course form) is to facilitate a course number, subject, and/or department change.

If the course subject and/or number is changing, this is treated as an Add Course and a Drop Course for Banner purposes. Allowing these changes in this form rather than a Revise Course form assists reviewers when seeing different proposal types in a committee agenda and administrators when updating Banner. It can also be used as a revise course form as long as one or all three of the items (course number, subject, and/or department) are being revised. If a course is being revised and it is not changing any of these three fields, the revise course form should be used instead of this form.

The general steps to complete this form are similar to the Revise Course form described in section 3.3.2 above, with the exception that the course number, subject, and/or the department in which the course resides will be changed. Be sure to read and follow the unique instructions and help text within this form, but otherwise you may follow the general instructions listed above in the [Revise Course](#) form.

To recap, the key difference between this form and a Revise Course form are:

1. This form allows for the Course Number to be revised, and
2. This form allows for the Course Subject to be revised, and
3. This form allows for the Department field to be revised (please note that changing department must be done before the "Validate and Launch" button is pressed).

A Revise Course form is not permitted to edit the Course Number, Subject/Prefix, and Department fields.

For questions about this form, please email the [CCM](#) team.

---

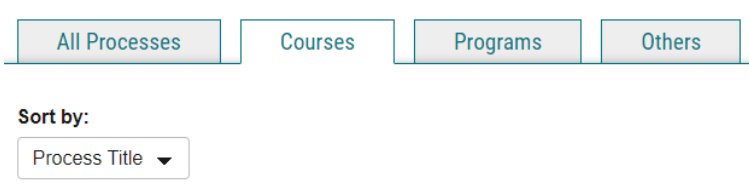
### 3.3.4. Drop/Archive Course

## START A DROP/ARCHIVE COURSE PROPOSAL

With the Proposals tab active in your dashboard, click on the +New Proposal button.



Select the Courses tab to limit availability to proposals for courses only.



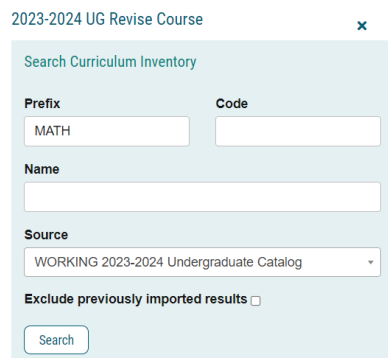
Select the approval process that you wish to use from the undergraduate or graduate selections (e.g., 2025-2026 UG Drop/Archive Course).



## IMPORT COURSE INFORMATION

You will be asked to find the course from the working copy of the catalog in MC Catalog™.

It is recommended to search for courses using the prefix and code (number). Once you initiate the search, a course list will appear. To prevent proposal duplications and potential over-write errors, it is recommended that the 'Exclude previously imported items' box is checked. If you uncheck this box, be sure that no duplicate proposal is active in the system.




---

Select the course that you want to modify by clicking the arrow icon (on the right side of the screen).

**Show:**  [Preview and Build MATH 113 Mathematical Reasoning](#)

**MATH 113 Mathematical Reasoning**  
Mathematics, Department of  
Classical and modern topics in number theory, logic, geometry, and probability with emphasis on problem solving. Consumer mathematics and other real-world applications....



Scroll to the bottom of the Import Data page and select Build Proposal.

[Build Proposal](#) [Return to Search](#)

Pre-existing data will populate fields that currently hold data.

## CREATE AN IMPACT REPORT

Before you can drop a course, you must create an impact report to show what other courses and programs might be affected by this proposal. Courses that require the dropped course as a prerequisite will be shown, and any program that requires the course will be shown as well.

Click the Report icon in the upper left.

 [Run Impact Report](#)

This will open a dialog to create the report.

Select the **WORKING** copy of the catalog (Graduate or Undergraduate). **DO NOT** select from the MC Curriculum (Curriculog) options and **DO NOT** select multiple catalogs.



### Impact Report for ENGL 101

In order to run an impact report, you will first need to select one or more external systems to search. Please note that maps with a grey background are unavailable as sources for the report. When you have finished, click "Generate Report" to return to the Impact Report.

#### Current Maps:

##### Acalog

2023-2024 Graduate Catalog

2023-2024 Undergraduate Catalog

2024-2025 Undergraduate TEST Catalog

DO NOT USE\_INTEGRATION UG 2023-2024

DO NOT USE\_TEST GR 2023-2024

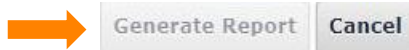
WORKING 2023-2024 Graduate Catalog

WORKING 2023-2024 Undergraduate Catalog

##### Curriculog

2023-2024 GR Add Course

Click on "Generate Report".



Your report will appear.

Close Window

### Impact Report for MUSC 310

Source: **WORKING 2023-2024 Undergraduate Catalog**

**(RE) Corequisite(s):** MUSC 405 - Project in Music Business/Entrepreneurship

**Programs**

- Museum and Curatorial Studies Minor
- Music Major, BA – Music Business Administration Concentration
- Music Major, BA – Music Business Administration Concentration (u-Track Requirements)
- Music Minor – Music Business

Copy and paste your impact report into this textbox.

#### Impact on Other Units\*

Format

Impact Report for MUSC 310

Source: WORKING 2023-2024 Undergraduate Catalog

Paste results from Impact Report. If no results are returned, enter N/A.

You must respond to the following question:

---

Have you consulted with all programs/departments that will be impacted by this change?\*

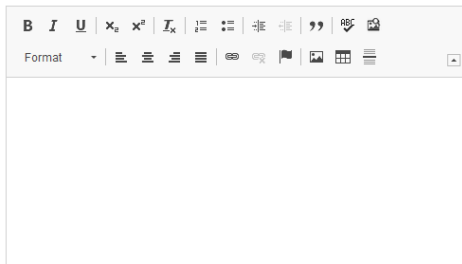
Yes  No

If the impact report indicates an impact to other college(s)/unit(s), please obtain and attach documentation (email chain or pdf letter) that displays the Department Head (or equivalent) of each impacted unit indicating their acknowledgement and feedback on this proposal (See [Impact Review Procedure](#) under section 3.6.10).

## COMPLETE REQUIRED FIELDS

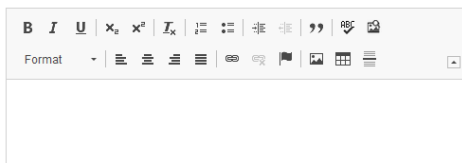
All required fields are indicated with an asterisk.

Rationale\*



A text input field for the 'Rationale\*' section. Above the text area is a rich text editor toolbar with icons for bold, italic, underline, strikethrough, link, unlink, bulleted list, numbered list, indent, outdent, quote, and insert link. Below the toolbar is a 'Format' dropdown menu and a 'Format' button. The text area itself is empty.

Impact on Other Units\*

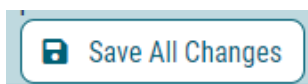


A text input field for the 'Impact on Other Units\*' section. Above the text area is a rich text editor toolbar with icons for bold, italic, underline, strikethrough, link, unlink, bulleted list, numbered list, indent, outdent, quote, and insert link. Below the toolbar is a 'Format' dropdown menu and a 'Format' button. The text area itself is empty.



Complete all required fields BEFORE you launch the proposal. This will make it so that your later changes to original field data will be visible.

Use the SAVE button to save your changes at any time.

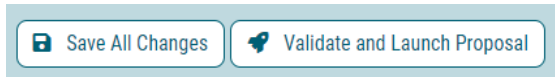


## LAUNCH AND APPROVE

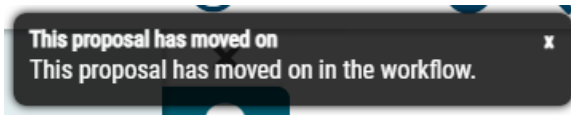
You may launch the proposal any time after you have saved and completed the required fields. It is good practice to launch your proposal after you have completed the required fields, completed all additional fields, and saved the proposal.

---

To launch the proposal, select the Validate and Launch Proposal icon.

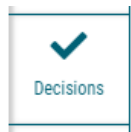


Once you launch the proposal, you will see a confusing message.



Your proposal has not, in fact, moved on in the workflow (a better interpretation of this message is, “This proposal has moved into the workflow”). The proposal will not move on in the workflow until you complete the next step.

**IMPORTANT!** To move the proposal to the next level in the workflow, you must approve your own proposal. Select the Decisions icon in the Proposal Toolbox.



Select the Approve button. Then click Make My Decision. You may choose to add a comment. Comments are a permanent record in MC Curriculum and cannot be deleted once captured by the system. Place comments with careful consideration.

What would you like to do with this proposal?

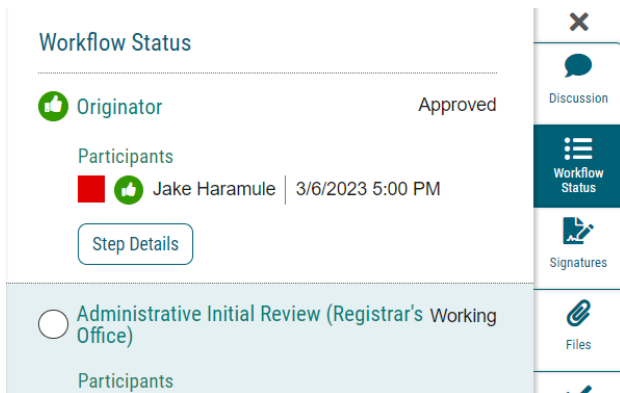
Approve       Custom Route  
 Reject

Please comment on your decision below.

The message that your proposal has moved on in the workflow appears again and you can see that the status of the proposal now has a green thumbs-up in the first step. The progress bubbles seen below act as a shortcut to view which step the proposal has reached. Hover over the bubbles to use this feature.



To monitor the progress of the proposal in more detail, you can open the proposal and select Workflow Status using the icon tab on the right side of the screen.



The Workflow Status will show all the approvers needed to complete the workflow process, and the status of the proposal at all available levels.

**IMPORTANT NOTE:** Check to make sure that the people listed as approvers are in fact the people you know to be in those roles. For example, if your department chair has changed but MC Curriculum™ lists your previous department chair in the next step, that needs to be corrected. Contact [curriculum\\_help@utk.edu](mailto:curriculum_help@utk.edu) to report an error.

### 3.3.5. UG Vol Core

This form is being test launched starting with the 2024-2025 academic year. Do not use this form to originate a Vol Core proposal unless you have received prior permission. The regular Vol Core approval process continues outside of MC Curriculum.

Please login to MC Curriculum to follow the instructions and help text within the form.

## 3.4. Program Forms

### 3.4.1. Introduction

New majors or degrees require THEC approval after university-level review. If approved by Faculty Senate, the new major will be held unpublished from the academic catalog until THEC approves the new major.

New concentrations, minors, or certificates do not require THEC approval.

All bachelor's degrees must require a minimum of 120 credit hours for completion of the degree. The number of credit hours required for various graduate and professional degrees can be found in the Graduate Catalog.

---

**Warning:** Do not submit multiple (two or more) proposals for the same program. See [“Duplicate Proposals in MC Curriculum”](#).

**Note for undergraduate program proposals originating from the College of Arts and Sciences:**

Depending on the type of program proposal, it might be necessary to submit two program proposals through MC Curriculum – one for the program page with requirements, and one for the uTrack requirements showcase.

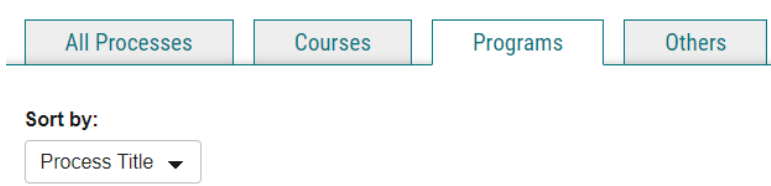
### 3.4.2. Add Program

#### CREATING AN ADD PROGRAM PROPOSAL

With the Proposals tab active in your dashboard, click on the +New Proposal button.



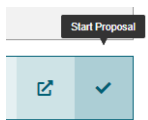
Select the Programs tab.



Select the type of program proposal that you wish to create from the undergraduate and graduate selections (you will want to select one of the Add Program options):

- 20## GR Add Program
- 20## UG Add Program

Start the proposal by clicking the check mark on the right of the proposal title.

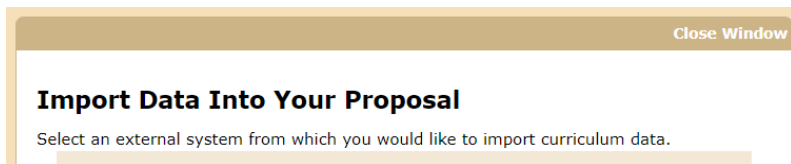


Press the Import button seen on the upper left side of the MC Curriculum program form.



---

Select the external system from which you will import curriculum data. For proposals that are to go into next year's catalog, choose the Working copy from MC Catalog.



For the next step below, follow number 1 for **Undergraduate** or 2 for **Graduate**.

You will then choose whether to build your program by selecting either option a) importing a similar program or option b) importing a basic shell program created by the Curriculum and Catalog Management team ([CCM](#)).

### 1) **Undergraduate**

- a) Import a similar program and make edits before launching the program, or;
- b) Import one of the basic shell program choices (shown below) and add in the details (make edits) before launching the program proposal.

- # Basic Certificate
- # Basic Major (uTrack Requirements) (CAS)
- # Basic Major (CAS)
- # Basic Major (non-CAS)
- # Basic Minor

### 2) **Graduate**

- a) Import a similar program and make edits before launching the program, or;
- b) Import one of the basic shell program choices (shown below) and add in the details (make edits) before launching the program proposal.

- # Basic Certificate
- # Basic Major
- # Basic Minor

Tips for importing:

If you are importing a shell program built by [CCM](#), try filtering by Name and enter the word "Basic" (or "Basic Major", "Basic Minor", "Basic Certificate") into the search filter (the shell program choices should display in the search results).

## Search 2024-2025 Undergraduate TEST Catalog

Using the faceted search below, locate the course or program you would like to import into this proposal.

**Filter Programs**  
Name = Basic Major X  
Add another filter Filter by field  
Start Date: End Date:  
Sort Results By: Name X  
 Exclude previously imported items  
Search Available Curriculum Select Another External System  
Cancel Import

### Search Results (1 to 2 of 2)

- 2 Basic Major/Concentration Format (CAS) (Inactive-Hidden)
- 2 Basic Major/Concentration Format (non-CAS) (Inactive-Hidden)

If you are importing a similar program, try filtering by Department and enter either the exact department name or a keyword that can find a match.

## Search 2024-2025 Undergraduate TEST Catalog

Using the faceted search below, locate the course or program you would like to import into this proposal.

**Filter Programs**  
Department = English X  
Add another filter Filter by field  
Start Date: End Date: Sort Results By:  
 Exclude previously imported items  
Search Available Curriculum Select Another External System Cancel Import

### Search Results (1 to 11 of 11)

- English Major, BA – Creative Writing Concentration

Select the program from the list that most closely matches your new program.

### Search Results (1 to 11 of 11)

- English Major, BA – Creative Writing Concentration
- English Major, BA – Technical Communication Concentration
- English Major, BA – Individualized Program Concentration
- English Major, BA – Literature Concentration (previously imported)

Press the 'Import This Item' button.



Confirm the fields that will be imported into your proposal (only fields that are mapped will be listed here). If you would like to prevent the imported data from overwriting an existing field in your proposal, click "Import Field" to uncheck that field.

Once you click Import, your data will be validated against the proposal. Any data that is incorrect will have a message telling you what is wrong with the data, and it will not be imported into the form to prevent errors.

Field Name	Data Preview	Import Field
» General Catalog Information: College	College of Arts and Sciences	<input checked="" type="checkbox"/>
» General Catalog Information: Department	English	<input checked="" type="checkbox"/>
» General Catalog Information: Catalog Name (max 100 characters)	English Major, BA – Technical Communication Concentration (uTrack Requirements)	<input checked="" type="checkbox"/>
» General Catalog Information: Transcript Name (max 30 characters)	[no data]	<input type="checkbox"/>
» General Catalog Information: Degree Type	Bachelor of Arts	<input checked="" type="checkbox"/>
» General Catalog Information: Program Type	Concentration	<input checked="" type="checkbox"/>
» General Catalog Information: Description	[no data]	<input type="checkbox"/>
» General Catalog Information: Requirements	Program has 27 cores and 18 courses.	<input checked="" type="checkbox"/>



[Import This Item](#) [Return to Search](#) [Select Another External System](#) [Cancel Import](#)

**IMPORTANT:** If you are importing a similar program, remember that you are importing an existing major/concentration/minor/certificate that you are going to use as a template. Many fields will populate upon import. Therefore, you must **change everything** over to your new program **before** you launch the proposal in the next step.

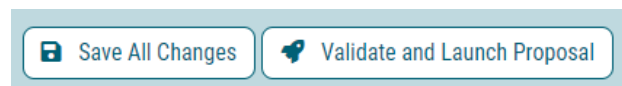
Use the SAVE button to save your changes at any time BUT do not launch the proposal until instructed below.

## COMPLETE REQUIRED FIELDS AND LAUNCH

Make sure all required fields, indicated with an asterisk, are complete.

Final reminder, if you have started and built this proposal using the "Import" button to import an existing program or a template shell program built by the Curriculum and Catalog Management office, you need to change all required fields to your new program requirements before you validate and launch the proposal.

Complete all required fields marked with an asterisk and change all imported fields to your new program requirements. Then click on "Validate and Launch Proposal".



Use the SAVE button to save your changes at any time.

Note: The "Impact on Other Units" is a required field in program forms (as well as course forms). Please see the help text associated with the form field and insert the information required. In the case of program forms, you will not be running an Impact Report. A rule of thumb is to list all colleges/units that "own" courses that you plan to use in your program.

---

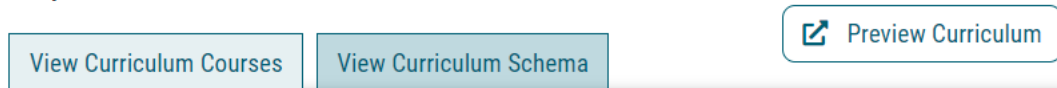
Please obtain and attach documentation (email chain or pdf letter) that displays the Department Head (or equivalent) of each impacted unit indicating their acknowledgement and feedback on this proposal.

## ADD COURSES IF NEEDED

Before courses can appear in the program requirements, they need to be added to the course list in the View Curriculum Courses tab. If you are not including new courses in your program you may skip to the next section.

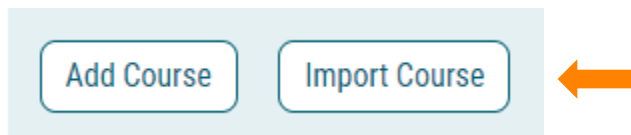
Scroll down to the 'Requirements' section in the Program Builder. The default view is the View Curriculum Courses tab, which will list the courses available for your program.

### Requirements\*

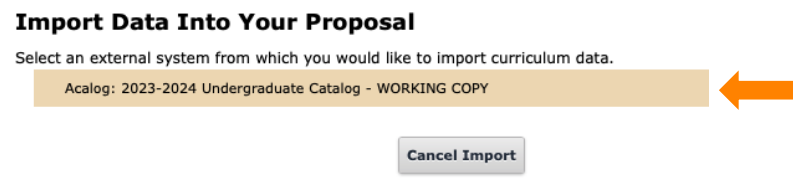


You can add courses two ways, depending on whether the course exists already in MC Catalog™:

1. If the course already exists in MC Catalog, click the Import Course button at the bottom of the course window.



You will be asked to find courses from the list provided in MC Catalog™. Click the WORKING catalog name for the academic year that you are revising and the following dialog will appear:



It is easiest if you filter by the course prefix. Make sure the 'Exclude previously imported items' box is unchecked.

## Search 2023-2024 Undergraduate Catalog - WORKING COPY

Using the faceted search below, locate the course or program you would like to import into this proposal.

**Filter Programs**

Prefix = HIST X

Add another filter Filter by field ⌵

---

Start Date:  End Date:  Sort Results By:

Exclude previously imported items

Click Search Available Curriculum and select the course you wish to add.

### Search Results (1 to 20 of 36)

HIST 200 Science, Medicine, and Technology in World Perspective

HIST 261 A History of World Civilization

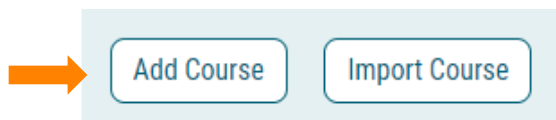
HIST 262 A History of World Civilization

HIST 267 Honors: A History of World Civilization

Scroll to the bottom of the list and select 'Add Courses to Proposal'. You can select more than one course to add if they have the same prefix.

If you made a mistake, or you need to remove courses from your program, you can use the trash can icon to the right of the course in the list.

2. If a course that you want to add to your program is not yet in MC Catalog™ (for example, it might be a new course you are proposing while you are creating your program), select 'Add Course' at the bottom of the course window. When using this option to add courses, be sure to type the name of the course exactly as it appears in the course proposal. Even one small typo discrepancy between this text and the text on the course proposal will cause an export error. Therefore, it is important to only use this Add Course feature if the Import Course feature is not available for the course to import.



Input the prefix (course abbreviation), code (number), and name of the course that will need to appear in your program, then click Add Course.

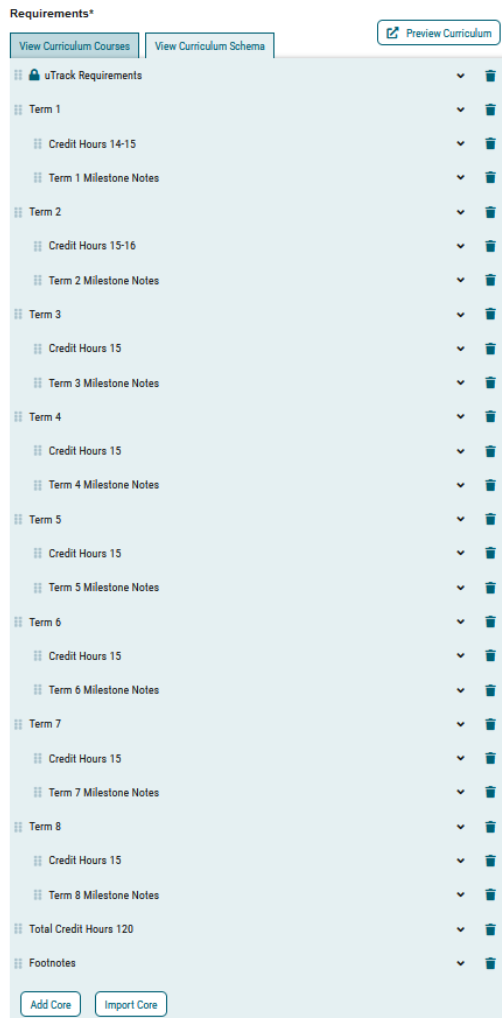


\*\*\* Final Reminder: DO NOT use the Add Course button if the course already exists in MC Catalog. Remember, if the course already exists in MC Catalog, it is best practice to use the Import Course button. If you are not sure if the course exists, you may try the import feature first to verify if it is available to import. \*\*\*

When all courses that you need for the program are in place, you can proceed to create the program using the View Curriculum Schema tab.

## PROGRAM CORE(S)

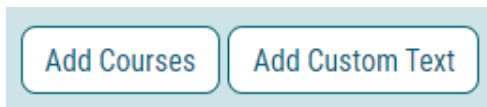
The information that is displayed in the catalog is formatted in text blocks called cores (a lock symbol, as seen below, indicates a [shared core](#)). You access these cores by selecting the 'View Curriculum Schema' tab in the Requirements section.



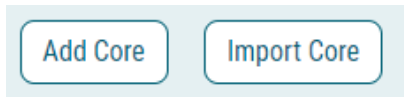
---

You can open and close the cores by clicking on the name or the caret (be careful not to hit the trash can by mistake). Open your shell cores to fill them. Delete courses with the trash can icon.

Add courses from your list or add new [custom text](#) by selecting the buttons at the bottom of the core window.



If you need to add a core to your program, use the Add Core button at the bottom of the 'Curriculum Schema' page (the Import Core button will be described further down).

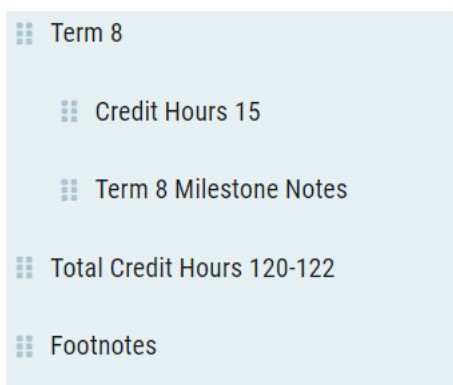


After you select Add Core, a new core block will appear at the bottom of your cores named New Core. Click that core button to open the editing dialog. Rename the title of the core to what you need it to be.

Move your new core to the correct place in the curriculum by pressing the positioning icon to the left of the core name and moving it up or down.

## Footnotes

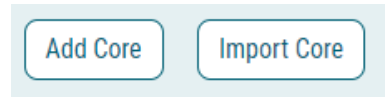
Note that all credit hour summaries within uTrack showcases are in a separate subcore after the term core.



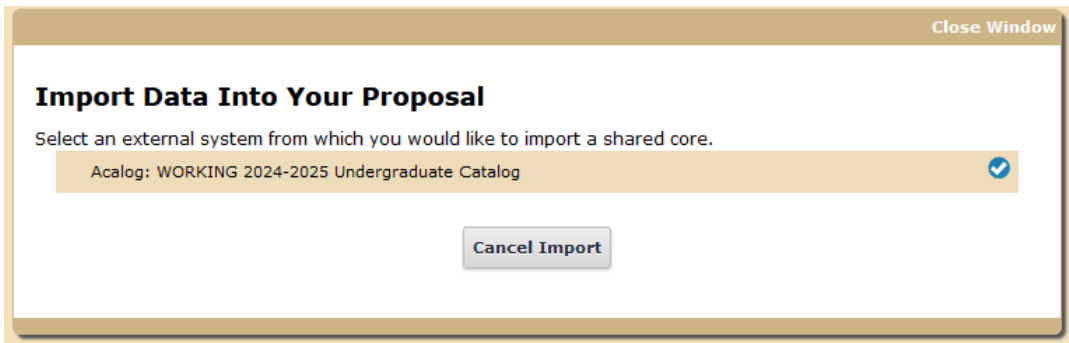
If you need to add a shared core to your program, press the Import Core button.

Important: Before importing a Shared Core using the import core feature, be sure to read about and understand [Shared Cores](#). In program forms, you do not have the option

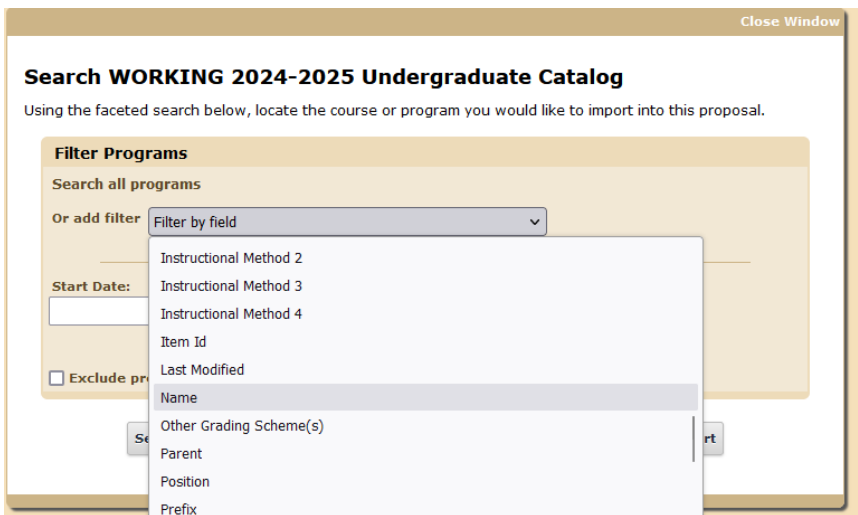
to revise shared cores. Shared cores in a program form provide an option to add or delete the shared core but not to edit.



After you have clicked Import Core, a popup box will appear. Select the option that displays “MC Catalog: Working...” catalog that displays as seen in the 2024-2025 example below. If more than one option displays, check to be sure that the correct year and level (UG or GR) of working catalog is selected.



The next screen shows a search filter. It is recommended to filter by Name.

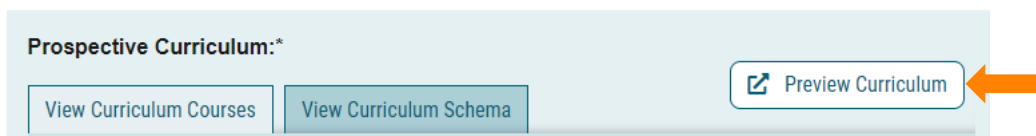


In the example below, the word Campus was typed in the Name field. Once you have entered a keyword that belongs to a shared core title in MC Catalog, press Search Available Curriculum to display results. In this example, three results were displayed. Click on one of the options to automatically insert the shared core into your program.





To preview how your program will appear in MC Catalog™ select the Preview Curriculum icon on the right.



A new window will open to display approximately how the program will appear in the catalog.

### College of Arts and Sciences - Anthropology - Custom Text Demo

**Campus**  
Knoxville

**Term 1 (Add Custom Text to the Left of a Course)**  
[Left] (Custom text can show any information that you require and can be placed to the left of course)  
DEMO 123 Add Custom Text to the Left of this Course

**Term 2 (Add Custom Text to the Right of a Course)**  
DEMO 234 Add Custom Text to the Right of this Course  
[Right] (Custom text can be placed to the right of course)

**Term 3 (Add Custom Text Above a Course)**  
[Before] (Custom text can be placed above a course by selecting Before in the Position dropdown)  
DEMO 345 Add Custom Text Above this Course

**Term 4 (Add Custom Text Below a Course)**  
DEMO 345 Add Custom Text Above this Course  
[After] (Custom text can be placed below a course by selecting After in the Position dropdown)

Please see [Custom Text](#).

## APPROVE

Once you are certain that you have changed all required fields and any additional fields to that of the new program, then you are ready to approve the proposal so that it can begin the steps through the approval process.

To move the proposal to the next level in the approval process, you must approve your own proposal. Select the Decisions icon tab in the Proposal Toolbox.



Select the Approve button and then click Make My Decision.

What would you like to do with this proposal?

Approve       Custom Route  
 Reject

Please comment on your decision below.

[Make My Decision](#)

The message that your proposal has moved on in the workflow appears (and is accurate) and you can see that the Status of the proposal now has a green thumbs up in the first step.



You may also open your proposal and check the Workflow Status using that icon tab.

**Workflow Status**

---

**Originator** Approved

Participants

Jonathan Hughes | 5/15/2023 2:22 PM

[Step Details](#)

The Workflow Status will show all the approvers needed to complete the workflow process, and the status of the proposal at all available levels. You can also monitor the progress of your proposal in your dashboard. As a shortcut, if you hover over the progress bubbles for your proposal as it appears in My Proposals on the dashboard, it will indicate which specific steps have been completed.



---

IMPORTANT NOTE: Check to make sure that the people listed as approvers are in fact the people you know to be in those roles. For example, if your department chair has changed but MC Curriculum™ lists your previous department chair in the next step, that needs to be corrected. Contact [curriculum\\_help@utk.edu](mailto:curriculum_help@utk.edu) if you suspect an error.

### 3.4.3. Revise Program

#### CREATING A REVISE PROGRAM PROPOSAL

Note: A Revise Program form is not permitted to edit the Department field and Program Name field. If you need to change the name and/or department of a program, please see instructions for the form [Change Program Name / Department](#).

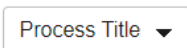
With the Proposals tab active in your dashboard, click on the +New Proposal button.



Select the Programs tab to limit availability to proposals for programs only.



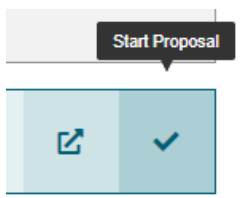
Sort by:



Select the type of program proposal that you wish to create from the undergraduate and graduate selections (you will want to select one of the Revise Program options):

- 20## GR Revise Program
- ➔ • 20## UG Revise Program

Start the proposal by clicking the check mark on the right of the proposal title.



---

You will be required next to import the program for revision into the form.

Search for the degree program you want to modify by entering the full or partial program name into the 'Name' field. To prevent proposal duplications and potential over-write errors, it is recommended that the 'Exclude previously imported items' box is checked. If you uncheck this box, be sure that no duplicate proposal is active in the system. If you struggle to find the exact match, we recommend shortening the Name for the purpose of the search to just one word (e.g., English or Accounting). This will reveal a list of matching options that you can select from.

2024-2025 UG Revise Program TEST x

**Search Curriculum Inventory**

**Program Type**  
 Program

**Name**

**Source**

**Exclude previously imported results**

Select the program from the list and press the 'Preview and Build' button at the right side of the description.

**Show:**  Preview and Build Modern Foreign Languages and Literatures Major, BA – Italian Concentration (uTrack Requirements)

**Modern Foreign Languages and Literatures Major, BA – Italian Concentration (uTrack Requirements)**

World Languages and Cultures, Department of

*[No Description Data]*





Import your proposal with the Build Proposal button.

### Import Data into your Proposal

Field Name	Data Preview
General Catalog Information: College	College of Arts and Sciences
General Catalog Information: Department	World Languages and Cultures
General Catalog Information: Catalog Name (max 100 characters)	Modern Foreign Languages and Literatures Major, BA – Italian Concentration (uTrack Requirements)
General Catalog Information: Transcript Name (max 30 characters)	[no data]



Build Proposal

Return to Search

## COMPLETE REQUIRED FIELDS AND LAUNCH

Many fields will populate upon import. Make sure only the required fields, indicated with an asterisk, are complete before you save and launch the proposal.

 Save All Changes

 Validate and Launch Proposal

Note: The “Impact on Other Units” is a required field in program forms (as well as course forms). Please see the help text associated with the form field and insert the information required. In the case of program forms, you will not be running an Impact Report. A rule of thumb is to list all colleges/units that “own” courses that you plan to use in your program.

Please obtain and attach documentation (email chain or pdf letter) that displays the Department Head (or equivalent) of each impacted unit indicating their acknowledgement and feedback on this proposal.

## ADD COURSES IF NEEDED

Before courses can appear in the program requirements, they need to be added to the course list in the View Curriculum Courses tab. If you are not including new courses in your program you may skip to the next section.

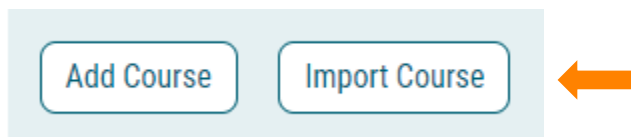
Scroll down to the ‘Requirements’ section in the Program Builder. The default view is the View Curriculum Courses tab, which will list the courses available for your program.

## Requirements\*

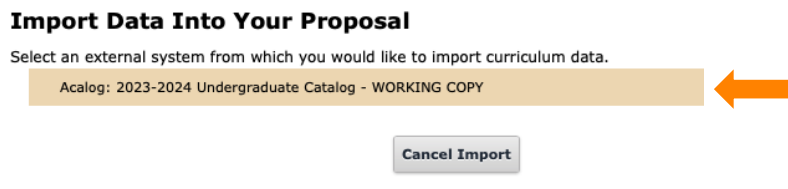
[View Curriculum Courses](#) [View Curriculum Schema](#) [Preview Curriculum](#)

You can add courses two ways, depending on whether the course exists already in MC Catalog™:

1. If the course already exists in MC Catalog, click the Import Course button at the bottom of the course window.



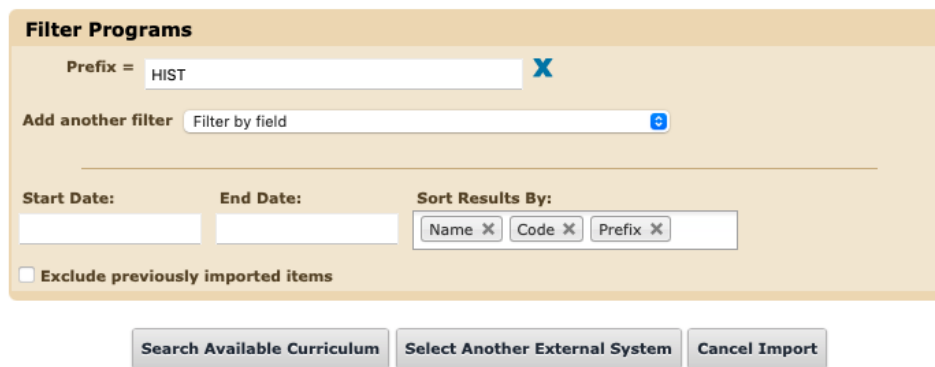
You will be asked to find courses from the list provided in MC Catalog™. Click the WORKING catalog name for the academic year that you are revising and the following dialog will appear:



It is easiest if you filter by the course prefix. Make sure the 'Exclude previously imported items' box is unchecked.

### Search 2023-2024 Undergraduate Catalog - WORKING COPY

Using the faceted search below, locate the course or program you would like to import into this proposal.

A screenshot of a search interface titled 'Filter Programs'. It has a 'Prefix =' field with 'HIST' entered and a blue 'X' icon. Below is an 'Add another filter' section with a dropdown menu set to 'Filter by field'. There are 'Start Date:' and 'End Date:' fields. A 'Sort Results By:' section has three buttons: 'Name X', 'Code X', and 'Prefix X'. At the bottom left is an unchecked checkbox labeled 'Exclude previously imported items'. At the bottom are three buttons: 'Search Available Curriculum', 'Select Another External System', and 'Cancel Import'.

Click Search Available Curriculum and select the course you wish to add.

**Search Results** (1 to 20 of 36)

HIST 200 Science, Medicine, and Technology in World Perspective

HIST 261 A History of World Civilization

HIST 262 A History of World Civilization

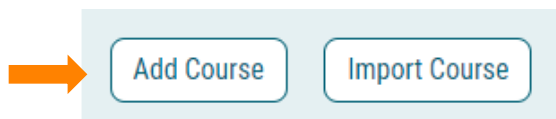
HIST 267 Honors: A History of World Civilization

Scroll to the bottom of the list and select 'Add Courses to Proposal'. You can select more than one course to add if they have the same prefix.

[Add Courses to Proposal](#) [Select Another External System](#) [Cancel Import](#)

If you made a mistake, or you need to remove courses from your program, you can use the trash can icon to the right of the course in the list.

2. If a course that you want to add to your program is not yet in MC Catalog™ (for example, it might be a new course you are proposing while you are creating your program), select 'Add Course' at the bottom of the course window. When using this option to add courses, be sure to type the name of the course exactly as it appears in the course proposal. Even one small typo discrepancy between this text and the text on the course proposal will cause an export error. Therefore, it is important to only use this Add Course feature if the Import Course feature is not available for the course to import.



Input the prefix (course abbreviation), code (number), and name of the course that will need to appear in your program, then click Add Course.

[Add Course](#) [Cancel](#)

\*\*\* Final Reminder: DO NOT use the Add Course button if the course already exists in MC Catalog. Remember, if the course already exists in MC Catalog, it is best practice to use the Import Course button. If you are not sure if the course exists, you may try the import feature first to verify if it is available to import. \*\*\*

When all courses that you need for the program are in place, you can proceed to create the program using the View Curriculum Schema tab.

---

## PROGRAM CORES

The information that is displayed in the catalog is formatted in text blocks called cores (a lock symbol, as seen below, indicates a [shared core](#)). You access these cores by selecting the 'View Curriculum Schema' tab in the Requirements section.

Requirements\*

View Curriculum Courses | View Curriculum Schema | Preview Curriculum

- uTrack Requirements
- Term 1
  - Credit Hours 14-15
  - Term 1 Milestone Notes
- Term 2
  - Credit Hours 15-16
  - Term 2 Milestone Notes
- Term 3
  - Credit Hours 15
  - Term 3 Milestone Notes
- Term 4
  - Credit Hours 15
  - Term 4 Milestone Notes
- Term 5
  - Credit Hours 15
  - Term 5 Milestone Notes
- Term 6
  - Credit Hours 15
  - Term 6 Milestone Notes
- Term 7
  - Credit Hours 15
  - Term 7 Milestone Notes
- Term 8
  - Credit Hours 15
  - Term 8 Milestone Notes
- Total Credit Hours 120
- Footnotes

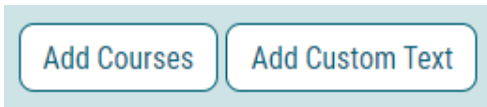
Add Core | Import Core



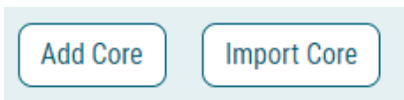
---

You can open and close the cores by clicking on the name or the caret (be careful not to hit the trash can by mistake). Open your shell cores to fill them. Delete courses with the trash can icon.

Add courses from your list or add new [custom text](#) by selecting the buttons at the bottom of the core window.





If you need to add a core to your program, use the Add Core button at the bottom of the 'Curriculum Schema' page (the Import Core button will be described further down).

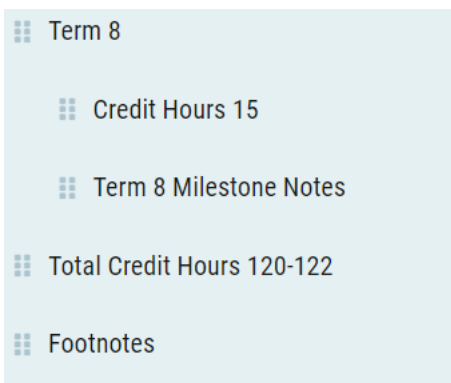


After you select Add Core, a new core block will appear at the bottom of your cores named New Core. Click that core button to open the editing dialog. Rename the title of the core to what you need it to be.

Move your new core to the correct place in the curriculum by pressing the positioning icon to the left of the core name and moving it up or down.

  **Footnotes**

Note that all credit hour summaries within uTrack showcases are in a separate subcore after the term core.

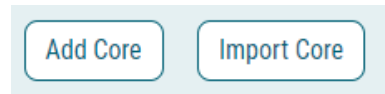


If you need to add a shared core to your program, press the Import Core button.

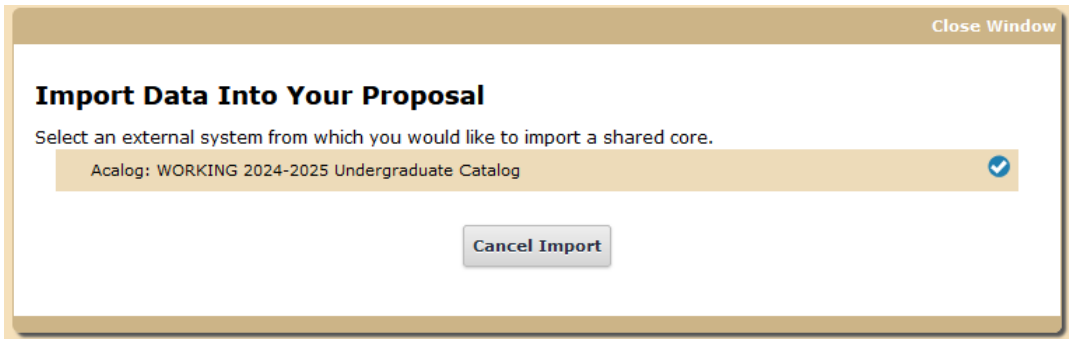
Important: Before importing a Shared Core using the import core feature, be sure to read about and understand [Shared Cores](#). In program forms, you do not have the option

---

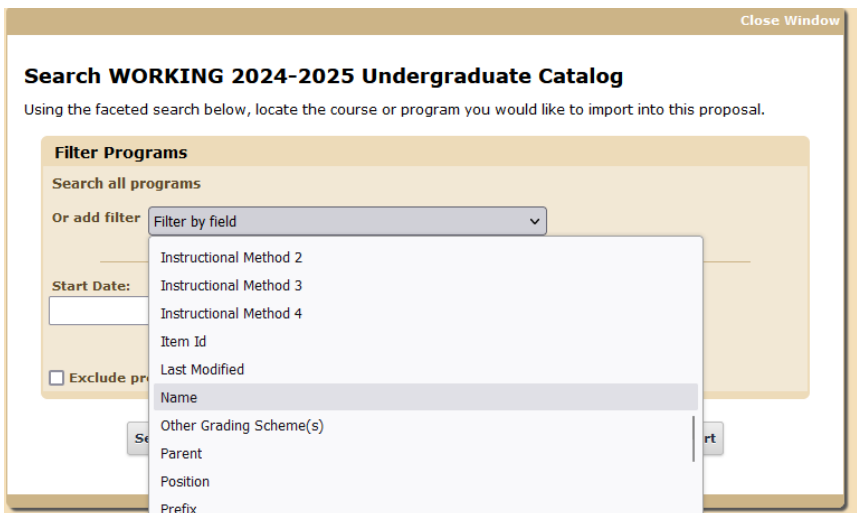
to revise shared cores. Shared cores in a program form provide an option to add or delete the shared core but not to edit.



After you have clicked Import Core, a popup box will appear. Select the option that displays “MC Catalog: Working...” catalog that displays as seen in the 2024-2025 example below. If more than one option displays, check to be sure that the correct year and level (UG or GR) of working catalog is selected.



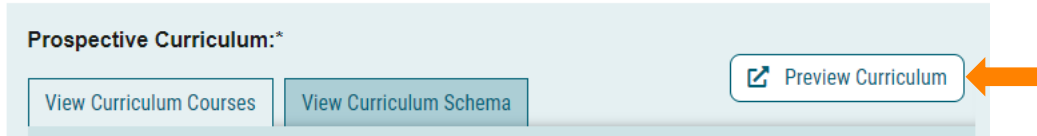
The next screen shows a search filter. It is recommended to filter by Name.



In the example below, the word Campus was typed in the Name field. Once you have entered a keyword that belongs to a shared core title in MC Catalog, press Search Available Curriculum to display results. In this example, three results were displayed. Click on one of the options to automatically insert the shared core into your program.



To preview how your program will appear in MC Catalog™ select the Preview Curriculum icon on the right.



A new window will open to display approximately how the program will appear in the catalog.

**College of Arts and Sciences - Anthropology - Custom Text Demo**

**Campus**  
Knoxville

**Term 1 (Add Custom Text to the Left of a Course)**  
[Left] (Custom text can show any information that you require and can be placed to the left of course)  
DEMO 123 Add Custom Text to the Left of this Course

**Term 2 (Add Custom Text to the Right of a Course)**  
DEMO 234 Add Custom Text to the Right of this Course  
[Right] (Custom text can be placed to the right of course)

**Term 3 (Add Custom Text Above a Course)**  
[Before] (Custom text can be placed above a course by selecting Before in the Position dropdown)  
DEMO 345 Add Custom Text Above this Course

**Term 4 (Add Custom Text Below a Course)**  
DEMO 345 Add Custom Text Above this Course  
[After] (Custom text can be placed below a course by selecting After in the Position dropdown)

Please see [Custom Text](#).

## APPROVE

Once you are certain that you have completed inserting all program revisions, then you are ready to approve the proposal so that it can begin the steps through the approval process.

To move the proposal to the next level in the approval process, you must approve your own proposal. Select the Decisions icon tab in the Proposal Toolbox.



Select the Approve button then click Make My Decision.

**What would you like to do with this proposal?**

Approve       Custom Route

Reject

**Please comment on your decision below.**

[Make My Decision](#)

The message that your proposal has moved on in the workflow appears (and is accurate) and you can see that the Status of the proposal now has a green thumbs up in the first step.



You may also open your proposal and check the Workflow Status using that icon tab.

**Workflow Status**

---

**Originator** Approved

Participants

Jonathan Hughes | 5/15/2023 2:22 PM

[Step Details](#)

The Workflow Status will show all the approvers needed to complete the workflow process, and the status of the proposal at all available levels. You can also monitor the progress of your proposal in your dashboard. As a shortcut, if you hover over the progress bubbles for your proposal as it appears in My Proposals on the dashboard, it will indicate which specific steps have been completed.



IMPORTANT NOTE: Check to make sure that the people listed as approvers are in fact the people you know to be in those roles. For example, if your department chair has changed but MC Curriculum™ lists your previous department chair in the next step, that needs to be corrected. Contact [curriculum\\_help@utk.edu](mailto:curriculum_help@utk.edu) if you suspect an error.

### 3.4.4. Change Program Name / Department

The purpose of using this form (rather than the Revise Program form) is to facilitate a program name change and/or department change for a program.

If the program name is changing, this is treated as an Add Program and an End Program for Banner and THEC purposes. Allowing these changes in this form rather than a Revise Program form assists reviewers when seeing different proposal types in a committee agenda and administrators when updating Banner and completing THEC reports. It can also be used as a revise program form as long as one or both of the items (program name and/or department) are being revised. If a program is being revised and it is not changing its name and/or department, the revise program form should be used instead of this form.

The general steps to complete this form are similar to the Revise Program form described in section 3.4.3 above, with the exception that the name of the program and/or the department in which the program resides will be changed. Be sure to read and follow the unique instructions and help text within this form, but otherwise you may follow the general instructions listed above in the [Revise Program](#) form.

To recap, the key difference between this form and a Revise Program form are:

1. This form allows for the Department field to be revised, and
2. This form allows for the Program Name field to be revised.

A Revise Program form is not permitted to edit the Department and Program Name field.

For questions about this form, please email the [CCM](#) team.

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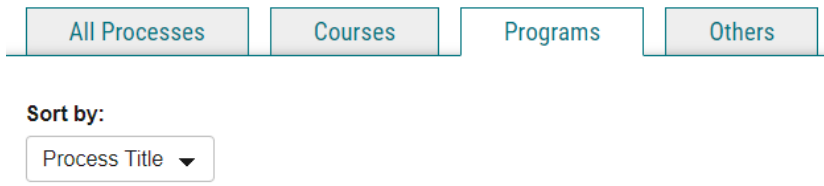
### 3.4.5. End Program

#### CREATING AN END PROGRAM PROPOSAL

With the Proposals tab active in your dashboard, click on the +New Proposal button.



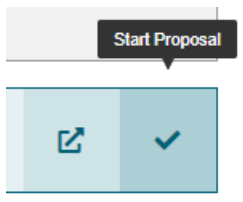
Select the Programs tab to limit availability to proposals for programs only.



Select the type of program proposal that you wish to create from the undergraduate and graduate selections (you will want to select one of the End Program options):

- 20## GR End Program
- • 20## UG End Program

Start the proposal by clicking the check mark on the right of the proposal title.



You will be required next to import the program into the form.

#### IMPORT PROGRAM INFORMATION

Search by name for the program you want to end and select it from the list. To prevent proposal duplications and potential over-write errors, it is recommended that the 'Exclude previously imported items' box is checked. If you uncheck this box, be sure that no duplicate proposal is active in the system. If you struggle to find the exact match, we recommend shortening the Name for the purpose of the search to just one word (e.g., English or Accounting). This will reveal a list of matching options that you can select from.



**Search Curriculum Inventory**

**Program Type**  
 Program

**Name**

**Source**

**Exclude previously imported results**

Click on Preview and Build at the right side.

**Show:**

**No Title**  
 English, Department of  
 The English major offers five concentrations: Creative Writing, Literature, Rhetoric and Writing, Technical Communication, and an Individualized Program. Honors programs are available for the Literature, Rhetoric and Writing, Technical Communication, and Individualized Program co...

Click Build Proposal to start working on the proposal.



**Import Data into your Proposal**

Field Name	Data Preview
Program Information: Department:	Department of Parks, Recreation and Tourism Management
Program Information: Major Name:	Camp Leadership Certificate
Program Information: Degree Type:	Certificate
Program Information: Program Type:	Certificate
Program Information: Prospective Curriculum:	Program has 1 cores and 4 courses.

Pre-existing data will populate some fields.

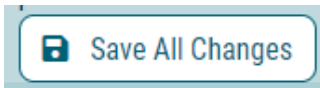
## COMPLETE REQUIRED FIELDS AND LAUNCH

All required fields are indicated with an asterisk.

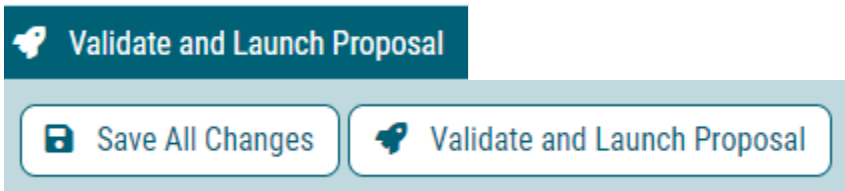


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Fill in the required fields. Use the SAVE button to save your changes at any time. You need to save before you launch the proposal.



Once your required fields are complete you can launch the proposal.



### Launch Proposal

You are about to launch this proposal. Once you have launched this proposal, it will begin the approval process. The proposal will appear in your task list under the "My Proposals" tab and you may easily view its progress at any time. However, you may not edit the proposal after launch unless you are included in a particular step of the approval process.



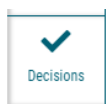
You can continue to edit the fields after you launch the proposal, but if you do, your changes will be tracked as edits. If you do not want any of your changes to appear this way, make sure you complete all changes before you launch.

Note: The "Impact on Other Units" is a required field in program forms (as well as course forms). Please see the help text associated with the form field and insert the information required. In the case of program forms, you will not be running an Impact Report. A rule of thumb is to list all colleges/units that "own" courses in the program that you are ending. that you plan to use in your program.

Please obtain and attach documentation (email chain or pdf letter) that displays the Department Head (or equivalent) of each impacted unit indicating their acknowledgement and feedback on this proposal.

## APPROVE

To move the proposal to the next level in the approval process, you must approve your own proposal. Select the Decisions icon tab in the Proposal Toolbox.





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## 3.5. Other Forms



Note about Other forms (seen as “Others” in MC Curriculum):

Other forms in MC Curriculum do not integrate with MC Catalog but are necessary for functions that cannot be automatically handled by course and program approval process forms. The list below shows the forms that appear in the ‘Others’ tab of the Dashboard. The headings below, with the exception of section 3.5.1, do not include detailed instructions. Please login to MC Curriculum to read and follow the instructions and help text within the forms.

For further assistance, please contact [curriculum\\_help@utk.edu](mailto:curriculum_help@utk.edu).

Any Other forms visible in MC Curriculum are approved for use.

### 3.5.1. General Guidelines

#### INTRODUCTION

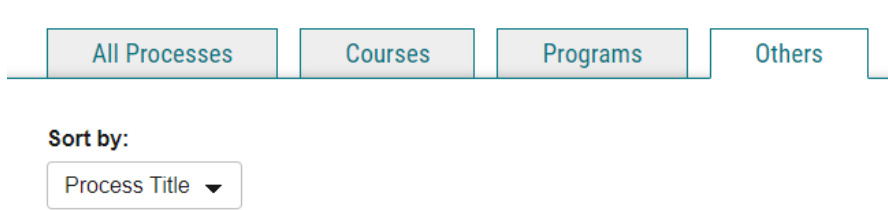
This section will outline general instructions on how to Start a Request, Complete Required Fields, Launch the Proposal, Complete Additional Fields, and Approve. These general instructions are similar in all ‘Other’ forms, but it is important to read the instructions that are unique to each form and the help text associated with each field.

#### STARTING A REQUEST

With the Proposals tab active in your dashboard, click on the +New Proposal button.

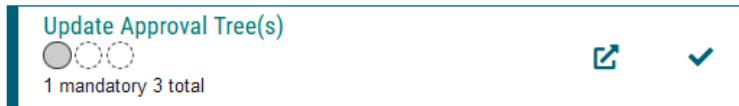


Select the Others tab.



---

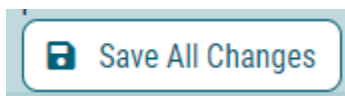
Start the proposal by clicking the check mark on the right of the proposal title.



## COMPLETE REQUIRED FIELDS

All required fields are indicated with an asterisk.

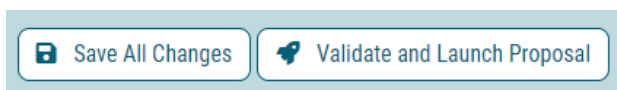
Use the SAVE button to save your changes at any time. You must save before you launch in the next step.



## LAUNCH THE PROPOSAL

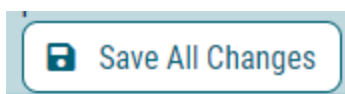
After filling out the required fields you will need to launch the proposal (but not yet approve). This will allow edits to your fields to be tracked and visible.

To launch select the Validate and Launch Proposal icon at the top of the proposal window or next to the floating Save button.

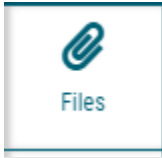


## COMPLETE ADDITIONAL FIELDS

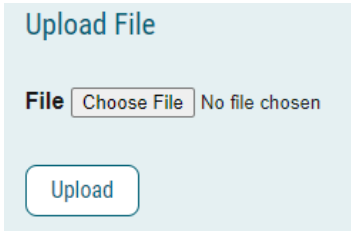
Fill in any remaining fields that are applicable to your proposal. Make sure you save often using the floating Save button.



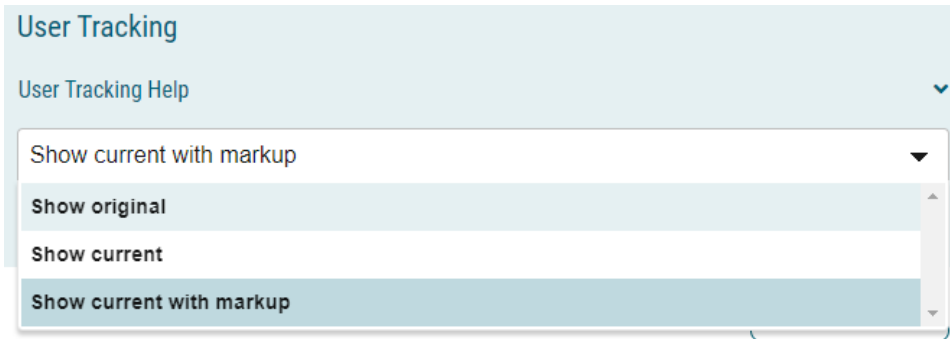
Use the document attachment icon in the Proposal Toolbox to upload any files.



Select Choose File then click the Upload button.



You can track edits to any of the choices. In the Proposal Toolbox on the right change User Tracking to 'Show current with markup.' Edits will be shown in red text. You can turn this off by returning to 'Show current.'



## APPROVE

To move the proposal to the next level in the approval process, you must approve your own proposal. Select the Decisions icon in the Proposal Toolbox.



Select the Approve button and then click Make My Decision.

---

What would you like to do with this proposal?

Approve       Custom Route

Reject

Please comment on your decision below.

Make My Decision

IMPORTANT NOTE: Check to make sure that the people listed as approvers are in fact the people you know to be in those roles. For example, if your department chair has changed but MC Curriculum™ lists your previous department chair in the next step, that needs to be corrected. Contact [curriculum\\_help@utk.edu](mailto:curriculum_help@utk.edu) if you suspect an error.

### 3.5.2. Committee Reports

This administrative form is used by the CCM team for committee reports that need to be presented to the Council. Originators will generally not need to use this form.

### 3.5.3. Content and Text Change (Non-Program Reqs)

This form can be used for changes to pages such as "Academic Policies and Procedures", "About the University", and "Admission to the University", as well as faculty names, addresses, phone numbers, and websites on other pages.

Please login to MC Curriculum to follow the instructions and help text within the form.

### 3.5.4. Correction Form

When visible after cycle 4, this form may be used through cycle 6 for corrections that meet the threshold/criteria of a correction item as described in the form.

Please login to MC Curriculum to follow the instructions and help text within the form.

### 3.5.5. Courses Not Taught in 4 Years

When visible, this form is typically originated and launched by the CCM team, not by colleges/units.

Beginning in 2005, departments/colleges who want to keep a course that appears on the Courses Not Taught in Four Years report must state a specific semester/year the course will be taught. If the course is not taught, the Curriculum Committee will recommend that the course be dropped.

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### **3.5.6. Informational Items**

This form can be used for submitting informational items to a single committee or through the full approval process.

Please login to MC Curriculum to follow the instructions and help text within the form.

### **3.5.7. New Prefix/Subject Code**

Please login to MC Curriculum to follow the instructions and help text within the form.

### **3.5.8. New, Rename, Move, or Drop Academic Unit**

Please login to MC Curriculum to follow the instructions and help text within the form.

### **3.5.9. Other Form**

This form is for items that need to appear in an upcoming agenda but are not handled by any other form.

Please login to MC Curriculum to follow the instructions and help text within the form.

### **3.5.10. Update Approval Tree(s) / Update Originator(s)**

This form is used by colleges/units to submit updates for user's permissions and roles in MC Curriculum.

Please login to MC Curriculum to follow the instructions and help text within the form.

### **3.5.11. Vol Core Agenda Form**

When visible, this form may be used by the Vol Core committee chair and/or administrators.

Please login to MC Curriculum to follow the instructions and help text within the form.

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## 3.6. Special Considerations

### 3.6.1. Custom Routes

#### ORIGINATOR

#### INTRODUCTION

Custom Routes can be used to inform or include others in a decision process for a proposal. The CCM office recommends minimizing the use of custom routes. In many instances, email correspondence and email attachments to a proposal for documentation purposes might be a quicker solution while reducing approval steps in MC Curriculum. Be sure to monitor custom routes and follow up with custom route participants when necessary to avoid delays in the approval process.

You can add several new approvers to your proposal with the following restrictions:

- Custom approvers must have a role in MC Curriculum™ (committee members, chairs, agenda coordinators, etc.). If you wish to route your proposal through someone that does not yet have a defined role in the MC Curriculum™ system, contact an MC Curriculum™ admin at [curriculum\\_help@utk.edu](mailto:curriculum_help@utk.edu).
- Each new approver may be required to approve before the proposal can move to the next designated step. Be careful as this may cause a delay or unintended stoppage.
- There are ways to set up the custom route rules so that only one approver can decide on behalf of a group but be sure to understand the various rule options when setting up the custom route.
- Keep the number of custom route approvers to a minimum to simplify the route.

#### INITIATING A CUSTOM ROUTE

A Custom Route can be initiated at the time that the originator makes their decision to move the proposal forward in the Decisions tab.



If you wish to add a custom route to your decision, select Custom Route in the dialog box and click Make My Decision.



**Your Decision**

What would you like to do with this proposal?

Approve
  Custom Route
  Reject

Please comment on your decision below.

**Make My Decision**

The Custom Route dialog will open. Change the name of the custom route in the field Step Name.

### My Pending Custom Route

Custom Route (requested by Jonathan Hughes)

**Step Name:**

## ADDING PARTICIPANTS TO THE CUSTOM ROUTE

You must add at least one participant to your custom route. Be aware that added participants must “Approve” the proposal at the custom route step. Be cautious that adding more than one participant to a custom route may slow down the approval process.

To see how to find that person, select the Accounts tab at the top of the MC Curriculum window and click the person’s name. That will display which committee(s) they serve on. If the person you wish to route to is not in the Accounts list, they must be added to MC Curriculum. Send a request to a MC Curriculum™ admin to have them added by contacting [curriculum\\_help@utk.edu](mailto:curriculum_help@utk.edu).

Open the Participants section and select Add Participant. This will take you to the Roles/Users window.

**Step Name:**

Participants 

**Add Participant**

You can follow either the Role Types or Hierarchy to select your new participant. Since you will be finding a specific person to include in your approval route, select Hierarchy.

### Who is involved on this step?

- ▼ Role Types
- ▲ Hierarchy
  - ▼ 🏛️ University of Tennessee, Knoxville

Open University of Tennessee Knoxville and navigate to the group that contains your participant. Note that college and department curriculum committee members are located under their respective colleges.

### Who is involved on this step?

- ▼ 🏛️ College of Education, Health, and Human Sciences
- ▼ 🏛️ College of Law
- ▲ 🏛️ College of Music
  - ▼ 👤 College of Music Graduate Review  
*GR College Level Review*
  - ▲ 👤 College of Music Undergraduate Department Review  
*UG Department Review*
  - ▼ 👤 College of Music Undergraduate Review  
*UG College Level Review*
- ▼ 🏛️ College of Nursing

If the person you want to add to your proposal route is not listed under Hierarchy, it means that they are not currently serving on or chairing a curriculum committee. To access a participant that is not in the current list please consult with a MC Curriculum™ admin to have them added by contacting [curriculum\\_help@utk.edu](mailto:curriculum_help@utk.edu).

## ADDING RULES TO YOUR PARTICIPANTS

Select the Rules section to open a dialog to make certain selections for your new participants.

---

## Rules



### What work is allowed on each Proposal?

- Edit Proposal
- Make Comments

### Is a signature required?

- Yes

### Is agenda available? Does this step involve a committee situation where one person will vote on behalf of others?

- Yes

### Who can view the comments during this step?

You will decide whether participants can edit your proposal or make comments. DO NOT select to require a signature (MC Curriculum™ is not set up to manage user signatures). Be sure to check the “Is agenda available?” box so that the proposal can be included in an agenda if desired. You can also manage how comments are viewed.

## CONTROLLING DECISIONS

Select the Decisions section to open a dialog to make certain selections for your new participants.

The various options are shown below. Select the option that best suits your requirements.

## Decisions

### What type of decision is this?

- Requires 100% participation and 100% approval.
- Requires 100% participation and  % for approval
- Requires  % participation and majority approval.

Remember that adding more than one participant to a custom route may slow down the approval process, especially if the decision setting is set to 100%. This can be avoided by adjusting the setting to “Requires 1% of participation and majority approval” as shown below. But be cautious, because this will allow one individual to make a decision on behalf of all custom route participants.

---

## Decisions

### What type of decision is this?

- Requires 100% participation and 100% approval.
- Requires 100% participation and  % for approval.
- Requires  % participation and majority approval.

Within the Decisions dialogue, there are additional settings to select. The hold, suspend, and cancel boxes are usually ignored but are available to select. The most crucial setting shown below is “Where will the proposal go after the custom route?”. The correct setting will depend on your requirements and/or preferences.

### What kind of decision flags will you allow to be used on this proposal?

- Hold  Suspend
- Cancel

### Where will the proposal go after the custom route?

- Proposal should come back to this step.
- Proposal should advance to the next step.

### Who should be notified when the step is completed?

*If Approved:*

*If Rejected:*

Add Participant

Add Participant

## SETTING DEADLINES

Select the Deadlines/Reminders section to open a dialog to set deadlines for your new participants. You are not required to set up a Deadline/Reminder.

Using this method, you can ensure that your proposal does not get hung up because one of your new participants neglects to evaluate the proposal. Make choices to reflect how you want the proposal to move should deadlines be missed.

Deadlines/Reminders

Would you like to set a deadline for this step?

Set Deadline

Move Step after  days.

Send reminder  days(s) before deadline.

What should happen if the deadline passes?

Automatically Reject

Automatically Approve

Who should you notify when the deadline is passed?

[Add Participant](#)

Would you like to set a timed reminder for this step?

Send every  days(s).

Send after  days(s).

## REQUESTING THE CUSTOM ROUTE

You will be required to comment on the custom route.

You can preview the custom route before you send the request.

Finally, you will press either Request Custom Route or Cancel Custom Route. If you have selected to Request Custom Route, the request will go to MC Curriculum™ admins for review and approval/rejection. Once approved, your proposal will proceed to your custom route.

**Please comment on this custom route**

*Note: By selecting the button below, you are requesting a custom route on this proposal. This request is pending and must be approved by an Administrator. During this time, you may make changes to your custom route request.*

*If your route is approved, the proposal may leave the current step immediately to begin its custom route. Depending on the options you selected, this item may return to you when the custom route is complete, or it may continue in the workflow.*

[Preview Custom Route](#)

[Request Custom Route](#)

[Cancel Custom Route](#)

## 3.6.2. Agendas

### AGENDA AUTHORITY

- When a proposal reaches the Committee step, the Agenda Administrator will receive the Eligible for Agenda notification.
- Each committee has at least one Agenda Administrator (indicated with an asterisk in MC Curriculum) who can assist with creating agendas and moving proposals to the next step, reducing the responsibility of the chair to manually create agendas or to click on every approved proposal. Therefore, the chair can hold a vote during the committee or council meeting and the Agenda Administrator(s) can make sure proposals move forward.
- Agendas can only be created from the list of proposals that are ready for the current step.
- There is no option to delete agendas once at least one decision has been made on a proposal in an agenda.

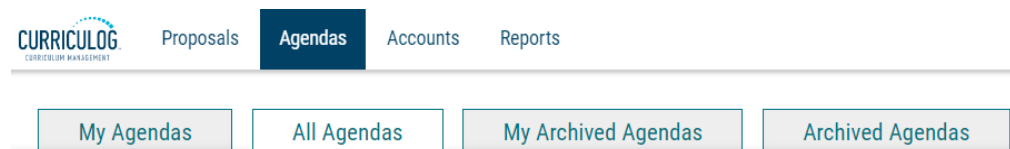
### CREATING AN AGENDA

The Agenda Administrator can begin the process of creating and managing the agenda once they receive notification that a Proposal is Eligible for Agenda.

#### My Recent Notifications

Feb 22    **Eligible for Agenda:** *The proposal, .*

Only Agenda Administrators can create and manage agendas. To create an agenda, start by clicking Agenda at the top of the MC Curriculum dashboard.



Select New Agenda



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Give your agenda a name. Then click on Add Committee

### Agenda Information

**Agenda Name\***

TEST AGENDA 2

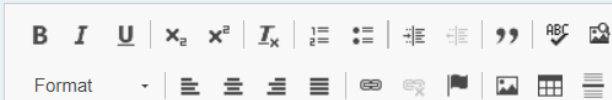
**Committee\***

+ Add Committee

Note: If you have selected the wrong committee, you can correct this by pressing the Add Committee button again, and then highlight the incorrect committee to remove it and highlight the correct committee to add it.

After you have added a committee, you will find an area for notes if you wish to include detailed information for the agenda.

**Notes:**



As you scroll further down, you will notice that the agenda status shows as Unpublished.

**Status:**

Unpublished

An Unpublished status means that the committee cannot see the agenda. The agenda will only become visible to the Committee after the status has been changed to Published. You will see further down how to do this.

Once you have added a committee and added any notes that you would like to include, scroll down and click on Add Proposals.

### Proposals

Add/Remove Proposals

---

You will then find and select the proposals that you would like to include in the upcoming committee meeting. You have the option to choose proposals individually, all listed, and none listed. The only proposals that are viewable here are the proposals that are on this committee step.

**Select Proposals for this Agenda**

Sort by:  
Proposal Name

Select: First  | All Listed | None Listed

MLS - 123 - Test 1

MLS - 234 - Test 3

MLS - 345 - Test 4

Done Selecting Proposals Cancel

When you have finished selecting the proposals that you wish to include, click on Done Selecting Proposals.

**Select Proposals for this Agenda**

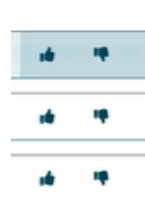
Sort by:  
Proposal Name

Select: First  | All Listed | None Listed

There are no proposals available for this committee administrator.

Done Selecting Proposals Cancel

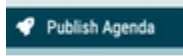
The proposals will then show ready for approval or rejection. This will be where later, you, the Agenda Administrator will click on Accept (thumbs up) or Reject (thumbs down) the proposals based on the outcome of the committee meeting.





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When you are ready to let the committee view the agenda for the upcoming meeting, you will publish the agenda by clicking on Publish Agenda near the upper left side of the proposal.



Once published, the committee members will receive a notification to alert them that the agenda was created. Committee members will now be able to login to view, edit, and comment on the proposals.

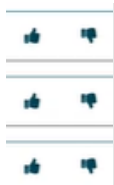
To make any further edits, the agenda must first be unpublished. Click on Unpublish Agenda. After you make any edits, you can click on Publish Agenda to make it visible again to committee members.



An agenda can be brought back to unpublished status if no decisions have been made on any proposal. Once a decision has been made on any single proposal, you will no longer be able to unpublish to make changes to the agenda.

Important note: agendas do not allow attachments.

After the meeting where you, the Agenda Administrator, have finished making decisions on the proposals based on the committee results, you will now be ready to complete the agenda.



If you have not made a decision on certain proposals, those proposals will be released to future agendas.

Lastly, when you are ready, you will want to archive the agenda so that you can find it in the future.

### This Agenda is Complete

You have no more proposals on this agenda. This agenda is now complete and ready for archiving. Would you like to archive this agenda now?(Please note that some of the proposals on this agenda may be waiting for other decisions, and have not advanced in their approval process yet.)

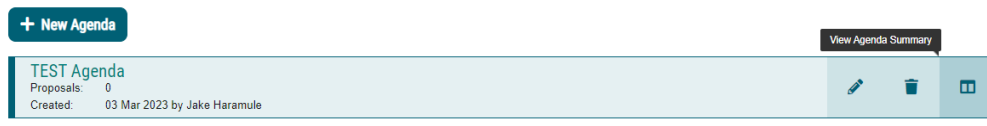


Archive Now

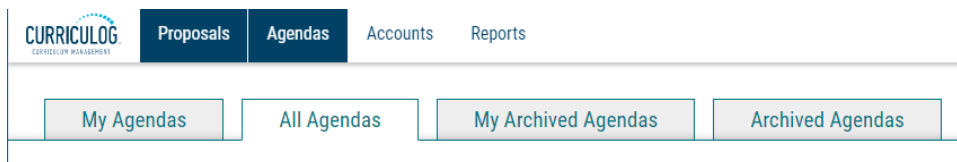
Do Not Archive Yet

## USING THE AGENDA

As an Agenda Administrator, to Edit, Delete or View a summary, click at the right side on the desired selection.



Within the Agendas module, there are four tab options displayed below.



1. The My Agendas tab lists agendas that you have created and are still in progress or are completed but not yet marked as archived.
2. The All Agendas tab lists agendas by all users that are still in progress or are completed but not yet marked as archived.
3. The My Archived Agendas tab lists all agendas that you have created that are completed and marked as archived.
4. The Archived Agendas tab lists all agendas by all users that are completed and marked as archived.

### 3.6.3. Duplicate Proposals in MC Curriculum

Duplicate proposals are not permitted in MC Curriculum. Duplicate proposals have the potential to cause unintended errors in the working catalog. These errors include overwriting previously approved revisions. The CCM team monitors for duplicate proposals and when discovered, notifies the originator and/or unit with recommended steps. The recommended action to the originator and/or unit will depend on the type of proposal (revise or add) and the approval step that each duplicate proposal has reached. A typical recommendation will be to merge the changes onto one proposal and delete the other duplicate proposal, however, this solution is not always permitted,

---

suitable, or preferred. Every duplicate proposal situation will require careful consideration, attention, and communication between the originator and our office to address the problem.

### **3.6.4. Crosslisting**

Please consider the following scenarios when starting a crosslisting proposal:

- If both/all crosslisted courses are new, separate Add Course proposals are needed for each course.
- If a secondary crosslisted course is new but the primary course already exists, an Add Course proposal is needed for the secondary course and a Revise Course proposal is needed for the primary course identifying the new secondary.
- If a primary crosslisted course is new but the secondary course already exists, an Add Course proposal is needed for the primary course and a Revise Course proposal is needed for the secondary course.
- If the primary course is becoming the secondary course (or vice versa), separate proposals are needed for all courses in the relationship.
- If the only changes are to details that appear only on the primary course (anything other than prefix, number, course title, and credit hours) then only the primary course needs a Revise Course proposal.
- If there are changes to a primary course that will also appear on the secondary course (prefix, number, course title, and credit hours), then both the primary and secondary courses will require a Revise Course proposal.
- If a secondary cross-listed course is being dropped, a Drop Course proposal is needed for the secondary course and a Revise Course proposal is needed for the primary course.
- If the primary course is being dropped, any/all secondary courses will need a Revise Course proposal to revise or remove the primary course and to revise or end the crosslisting relationships.
- If the subject code of the primary or secondary course changes, then a proposal must be submitted for every course in the crosslisting relationship.

When crosslisting proposals reach the UG Admin Initial Review step in MC Curriculum, they will be held at this step until all other related crosslisting proposals have advanced to the same step. This allows the crosslisting proposals to be reviewed side-by-side for accuracy and minimizes the possibility of errors related to crosslisting.

The UG Add Course, UG Revise Course, and UG Change Course Number / Subject / Department forms include the following crosslisting field that must be completed for crosslisting proposals:

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**List all courses in this crosslisting relationship and note whether primary or secondary.**

The UG Drop Course form does not include any crosslisting fields.

All course forms will show a crosslisting field in the Administrative Use Only section. Please do not edit this field.

Administrators have deactivated the crosslisting tab seen on the right side of the form screen. Do not click on this tab as it has no functionality.



### 3.6.5. Shared Cores

Shared Cores in MC Catalog and MC Curriculum function similarly to programs and exist in both applications alongside program features. To prove the point, in MC Catalog, shared cores exist in the 'Manage Programs' area (left lower image) and in MC Curriculum they are embedded and accessed within program forms and appear as an import option under 'Program Type'. This helps to understand that shared cores are handled through a nearly identical process as programs.



#### To revise a shared core

Note that revising a shared core will revise the information in every program where this shared core exists in the catalog.

Access the corresponding program form (e.g., revise program) and when prompted select the radio button called Shared Core. Search for the shared core. Click on the 'Preview and Build' icon as seen in the screenshot below.

**Search Curriculum Inventory**

**Program Type**  
 Program  Shared Core


**Name**

**Source**

**Exclude previously imported results**

**Show:**  [Preview and Build Chemistry – Honors Concentration](#)

**Chemistry – Honors Concentration**  
 Candidates for the honors concentration must fulfill all of the requirements for either the Bachelor of Science in Chemistry or the regular Bachelor of Science degree and must satisfy the following stipulations: Complete MATH 132\* or MATH 141\* and MATH 142\* (grades of C ...



Proceed to build the proposal by clicking on Build Proposal.

The shared core will complete its import into the corresponding fields and you can begin to make revisions as needed.

Note: Within program proposals where shared cores appear, there is no option to edit the shared core. The options are to keep, delete, or add an existing shared core.

**To create a new shared core**, contact the CCM team. In the future, MC Curriculum may allow users to create a shared core using the Add Program form and switching functions to Add Shared Core. Until that time, the CCM team can work with you to build the shared core in the working catalog of MC Catalog. Once built in MC Catalog, you could then import and use the shared core in a program as needed.

### 3.6.6. Custom Text

Custom text can be added to a program when clarifying information is required. It is a feature found in the Requirements field of an Add Program and Revise Program form. One advantage of custom text is that it allows positioning flexibility relative to courses.

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The following is a step-by-step demonstration to show how custom text is incorporated into a demo program.

Step 1: Within the Requirements field, review the courses in the View Curriculum Courses tab. The courses used in this demo are shown below. One demo course was created for each term of a 4-term demo program.

**Requirements\***

View Curriculum CoursesView Curriculum Schema

Preview Curriculum

DEMO - 123 - Add Custom Text to the Left of this Course

DEMO - 234 - Add Custom Text to the Right of this Course

DEMO - 345 - Add Custom Text Above this Course

DEMO - 456 - Add Custom Text Below this Course

Add CourseImport Course

Step 2: Click on the View Curriculum Schema tab.

**Requirements\***

View Curriculum CoursesView Curriculum Schema

Step 3: Review the Cores that are set up in the View Curriculum Schema tab. If you need to add a core (Add Core button), delete a core (trashcan icon), or revise a core (click on the 'v' symbol), that can be done in this view.

**Requirements\***

View Curriculum CoursesView Curriculum Schema

Preview Curriculum

Term 1 (Add Custom Text to the Left of a Course)

Term 2 (Add Custom Text to the Right of a Course)

Term 3 (Add Custom Text Above a Course)

Term 4 (Add Custom Text Below a Course)

Add CoreImport Core

---

Step 4: Choose a Core that you wish to work in and click on the 'v' symbol.



This will open the Core and reveal its contents. You will now see options to enter the Title, Description, Courses, and Custom Text.

**Requirements\***

[View Curriculum Courses](#) [View Curriculum Schema](#) [Preview Curriculum](#)

☰ Term 1 (Add Custom Text to the Left of a Course) ^ 🗑️

**Title**

Term 1 (Add Custom Text to the Left of a Course)

**Description**

**Courses**

☰ [left] (Custom text can show any information that you require and can be placed to the left of course) ✎ 🗑️

☰ DEMO - 123 - Add Custom Text to the Left of this Course 🗑️

[Add Courses](#) [Add Custom Text](#)

To edit existing custom text, click on the pencil icon next to the custom text shown above.

Step 5: To create new custom text, click on the Add Custom Text button. This will open the following Add Custom text box. You are required to give the custom text a name.







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## College of Arts and Sciences - Anthropology - Custom Text Demo

### Term 1 (Add Custom Text to the Left of a Course)

[Left] (Custom text can show any information that you require and can be placed to the left of course)

DEMO 123 Add Custom Text to the Left of this Course

### Term 2 (Add Custom Text to the Right of a Course)

DEMO 234 Add Custom Text to the Right of this Course

[Right] (Custom text can can be placed to the right of course)

### Term 3 (Add Custom Text Above a Course)

[Before] (Custom text can be placed above a course by selecting Before in the Position dropdown)

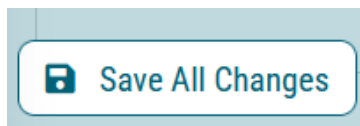
DEMO 345 Add Custom Text Above this Course

### Term 4 (Add Custom Text Below a Course)

DEMO 345 Add Custom Text Above this Course

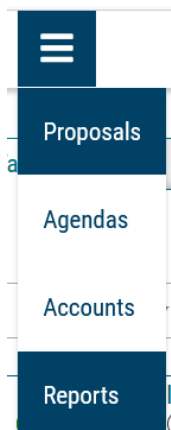
[After] (Custom text can be placed below a course by selecting After in the Position dropdown)

Step 9: Make sure to click on Save All Changes to refresh the Cores with your edits.



### 3.6.7. View Hierarchy by College/Unit

In the dashboard, click on Reports.



---

Then click on Participation Report (found under Global Reports).

**Participation Report**

Then click on Select Participant (this button is located on the right side of the screen).

**Select Participant**

No Participant Selected

**Select Participant**

Then click beside Hierarchy to expand the selection (found on the upper right side of the screen).

Select a Participant

- ▼ Role Types
- ▼ Hierarchy

Then click beside University of Tennessee, Knoxville to expand the selection.

Select a Participant

- ▼ Role Types
- ▲ Hierarchy
  - ▼  University of Tennessee, Knoxville

The university level hierarchy can be viewed within this dropdown.

Scrolling down the page further will reveal the option to view colleges and units.

### 3.6.8. Request Changes to Hierarchy and/or Originator

To make changes to the hierarchy within a college/unit, submit the information to MC Curriculum administrators by completing the ‘Update Approval Tree(s) / Update Originator(s)’ form.

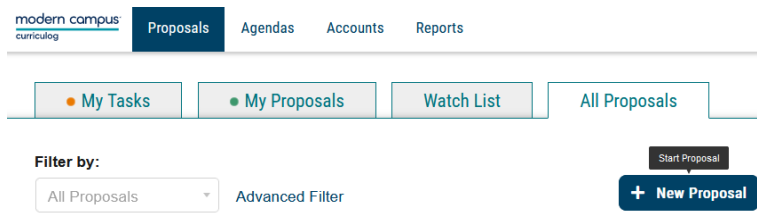
Those named in various levels of the MC Curriculum Hierarchy will be updated prior to the start of each academic year. All units will be asked to submit their hierarchy updates prior to August 1<sup>st</sup> of the new academic year. The final updates to the hierarchy names should be completed prior to the launch of the new course and program forms.

Although changes and updates will continue to be processed throughout the year, please only send changes/updates for the current academic year that need to be implemented immediately. Hierarchy updates and changes submitted and implemented through the “Update Approval Tree(s) / Update Originator(s)” form affect the workflow on active proposals and appear as a restarted step in the approval process. A restarted step is indicated by a counterclockwise arrow (see second bubble to the right in the screenshot below).

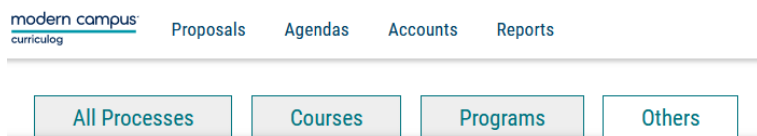


Please follow these steps to request updates:

Step 1: Click on the button ‘New Proposal’.



Step 2: Then click on the button ‘Others’.



Step 3: Find and click on ‘Update Approval Tree(s) / Update Originator(s)’. Then complete the form. Please be sure to read the instructions and the help texts beneath each field that you complete.

Step 4: Save, Launch, and Approve the form when ready to submit to the MC Curriculum administrative team for processing.

Please note that this form (and these instructions) can only be submitted by the College AD or the administrative assistant on behalf of the College AD. If the form is sent by any other originator, the request will not be actioned.

### 3.6.9. Tabled Proposals

In most cases, proposals that are tabled at a university level committee will be rejected back to the originator. Any exception to this will be handled on a case-by-case basis.

### 3.6.10. Impact Review Procedure

The following is the expectation for how curricular proposals, that are found to have impact on other units, will be processed to include documentation of communication between the proposing and non-proposing units:

#### Program Proposals

1. An "Impact Audit Checklist" (indicating all units that are affected) may be attached to program proposal when impact is found at UG Admin Initial Review.
2. The proposal Impact field will note the details of the impact review.
3. The proposal will be rejected back to originator to attach required documentation.
4. A comment will be included in the proposal at the time of rejection to notify the originator of next steps. The following is a sample of what the comment might include: "Program Impact Review reveals an impact to one or more units outside of the proposing unit. See attached (*if applicable*) and Impact on Other Units field. Please obtain and attach documentation (email chain or pdf letter) that displays the Department Head (or equivalent) of each impacted unit indicating their acknowledgement and feedback on this proposal."

#### Course Proposals

1. An impact report will be run for all Revise and Drop Course proposals. Impact reports are not run for Add Course proposals. All other fields, including changes to credit hours, prerequisites, and registration restrictions, will be reviewed as part of the administrative impact review on Revise and Add Course forms.
2. The proposal Impact field will note the details of the impact review.
3. The proposal will be rejected back to originator to attach required documentation.

- 
4. A comment will be included in the proposal at the time of rejection to notify the originator of next steps. The following is a sample of what the comment might include: "Course Impact review reveals an impact to one or more units outside of the proposing unit. See Impact on Other Units field. Please obtain and attach documentation (email chain or pdf letter) that displays the Department Head (or equivalent) of each impacted unit indicating their acknowledgement and feedback on this proposal."

## 4. Other Items

### 4.1. Undergraduate and Graduate Curricular Approval Calendar

#### 4.1.1. UG Deadlines

- Rolling Deadlines:** The MC Curriculum software allows proposals for the undergraduate catalog to be submitted as needed. All active proposals can be viewed by all users. In each cycle, only proposals that have reached the Curriculum Committee deadline by the date listed below will be added to the Curriculum Committee agenda. Agendas will be visible to all faculty once they are published in MC Curriculum. Be advised that proposals for Experience Learning courses need to be launched by October 15th because they take longer due to sub-committee approval requirements.

#### 4.1.2. Undergraduate Council Meeting Schedule AY 24-25

##### Undergraduate Meeting Schedule AY 24-25

Cycle	Advising T 2:30	Academic Policy W 1:50	Vol Core W 9:10	Curriculum Deadline	Curriculum T 2:30	Undergraduate Council T 2:30	Faculty Senate Exec M 3:05	Faculty Senate M 3:05
0						9/3/24	9/9/24	9/16/24
1	9/10/24	9/11/24	9/11/24	8/15/24	9/17/24	10/1/24	10/14/24	10/21/24
2	10/8/24	10/16/24	10/9/24	9/15/24***	10/15/24	10/29/24	11/4/24	11/18/24
3	10/22/24	11/13/24	11/6/24 12/4/24**	10/15/24	11/12/24	11/26/24	1/27/25	2/3/25
4a	N/A	N/A	N/A	11/15/24	12/3/24	N/A	N/A	N/A
4*	1/28/25	1/29/25	1/29/25	1/15/25	2/4/25	2/18/25	2/24/25	3/3/25
5	2/11/25	2/26/25	2/19/25	Corrections Only	2/25/25	3/11/25	3/24/25	4/7/25
6	4/1/25	4/9/25	4/9/25	Corrections Only	4/8/25	4/22/25	4/28/25	5/5/25

\*Cycle 4 is the last time to get anything through Curriculum Committee (and potentially AP) to make it into 2025-2026 academic catalog.

\*\* Cycle 3 is the last time to submit Vol Core proposals for AY25/26 (deadline 10/15).

\*\*\* When the 15<sup>th</sup> falls on a weekend/holiday, proposals are due the last business day before the 15<sup>th</sup>.

New proposals cannot be launched and approved in MC Curriculum after the cycle 4 curriculum committee deadline has been reached. The exception will be for corrections that may need to be presented at cycle 5 or 6. The next opportunity to begin submitting new proposals will be August 1<sup>st</sup> of the following academic year after the CCM team has created new proposal forms for the next cycle 1.

### 4.1.3. Graduate Council Meeting Schedule AY 24-25

## Graduate Meeting Schedule AY 24-25

Cycle	Academic Policy Committee 3:30	Curriculum Deadline	Curriculum Committee 3:30	Graduate Council 3:00	Faculty Senate Exec M 3:05	Faculty Senate M 3:05
0	-----	-----	-----	9/5/24	9/9/24	9/16/24
1	09/12/24	8/15/24	9/19/24	10/03/24	10/14/24	10/21/24
2	10/10/24	9/15/24***	10/17/24	10/31/24	11/4/24	11/18/24
3	10/24/24	10/15/24	11/7/24	11/21/24	1/27/25	2/3/25
4*	<b>1/30/25</b>	<b>1/15/24</b>	<b>2/6/25**</b>	<b>2/20/25</b>	<b>2/24/25</b>	<b>3/3/25</b>
5	2/13/25	Corrections Only	2/27/25	3/13/25	3/24/25	4/7/25
6	4/03/25	Corrections Only	4/10/25	4/24/25	4/28/25	5/5/25

\*Cycle 4 is the last time to get anything through committees to make it into the 2025-2026 academic catalog.

\*\* Meeting begins at 2PM.

\*\*\* When the 15<sup>th</sup> falls on a weekend/holiday, proposals are due the last business day before the 15<sup>th</sup>.

Graduate Council meetings begin at 3PM unless otherwise noted.

New proposals cannot be launched and approved in MC Curriculum after the cycle 4 curriculum committee deadline has been reached. The exception will be for corrections that may need to be presented at cycle 5 or 6. The next opportunity to begin submitting new proposals will be August 1<sup>st</sup> of the following academic year after the CCM team has created new proposal forms for the next cycle 1.

## 4.2. Academic Discipline/Subject Changes

Changing the name of an academic discipline must be approved by the Office of the Chancellor, and is then presented to the Curriculum Committee as an informational item (see heading **Other Items** → **Required Approvals for Curricular Changes**). Changing a subject code needs approval of the Curriculum Committee. After approval, the following steps must be taken.

- A new subject code must be created. The Curriculum and Catalog Management team (CCM) can provide assistance by researching to be sure the proposed code has not been used previously.
- All courses under the old subject code must be dropped.



- Courses with the new subject code must be added. If the course that is being dropped carries a Vol Core designation, the department must submit a proposal to the Vol Core Committee asking that the equivalent course carry the same designation. *Approval is not automatic. Please note that if the old course had attached fees, then the fees for the new course will need to be approved by the Office of Budget and Finance. Please contact the CCM or the Bursar's Office with any questions about these fees. Approval of fees is not automatic.*
- An **equivalency table** must be set up to show the equivalencies between the old courses and the new ones. (See example below.)
- If cross-listed courses are included, all departments affected by the change must be informed so they may update their own courses. New course numbers for secondary cross-listed courses are NOT needed, however, both primary and secondary courses should be updated appropriately.

**Equivalency Table**

Current Courses Interior Design (IDS)	Equivalent Courses Effective Fall 2017 Interior Architecture (IARC)
101	101
107	107
200	200
207	207
211	211
212	212
217	217
218	218
221	221
261	261
271	271
331	331
360	360
371	371
420	420
425	425
430	430
460	460
471	471
473	473
477	477
480	480
491	491
493	493
497	497

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## 4.3. Course Information Order

The established order for course information is listed below and MC Curriculum will organize this order automatically. See **Glossary** for definitions/explanations of these items.

- Course Prefix
- Course Number
- Course Title
  - Catalog title may be up to 100 characters, including spaces, and appears in the academic catalog
  - Transcript title may be up to 30 characters, including spaces, and appears in the timetable and on transcripts
- Course Credit Hours
- Course Description
- Cross-listing
- Vol Core Designation (undergraduate courses only)
- Contact Hour Distribution (required if more than one instructional mode, e.g., lecture and lab)
- Grading Restriction(s)
- Repeatability
- Credit Restriction
- Registration Enforced (RE) Prerequisite(s)
- Department Enforced (DE) Prerequisite(s)
- Registration Enforced (RE) Corequisite(s)
- Department Enforced (DE) Corequisite(s)
- Recommended Background
- Comment(s)
- Registration Restriction(s)
- Registration Permission

## 4.4. Instructional Methods

The following is the complete list of approved instructional methods:

- Dissertation
- Lab
- Lecture
- Lecture/Lab
- Off Campus Study
- Personalized Self Instruction
- Practicum
- Research

- 
- Seminar
  - Studio Work
  - Thesis

## 4.5. Experience Learning Designated Courses

### 4.5.1. General

- Courses that contain an Experience Learning component will be identified on student transcripts by a three-digit course number followed by one letter, such as “310R.” Three such designations have been approved:
  - N – Internship
  - R – Research
  - S – Service learning
- For repeat/replace purposes, the base course (the version of the course without the added letter, such as 310) and all EL-designated versions of that course (310N, 310R, and/or 310S) will be treated as equivalents in Banner.
- For program or Vol Core requirements, DARS can distinguish between the various versions of the course.
- Additional Information is available online at <https://ugcouncil.utk.edu/curriculum-committee-experience-learning-subcommittees/>.

### 4.5.2. Adding an EL Designation to a Course

- EL-designated courses are treated as new courses. Proposals for Experience Learning Course Designation (N, R, or S) must be submitted using the Add Course form in MC Curriculum and must have college level approval **no later than October 15**. See the approval process within the heading **Curricular Change Process**.
- If the base course does not exist, an Add Course proposal must be submitted as well. The originator has the option to request that it be active or inactive in the catalog. New N, R, or S course proposals that do not have an existing base course will be held at UG Initial Review step until the base course proposal reaches the same step for review.
- If the base course already exists, the originator may request to switch its status from active to inactive.

### 4.5.3. Revising an EL-Designated Course

- Revisions will be submitted via the Revise Course form in MC Curriculum as outlined in the **Curricular Change Process**. Any proposals revising an N, R, or S course must also submit a revise base course proposal to ensure that the

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same revisions are made to both versions of the course. This rule applies whether the base course is active or inactive. N, R, or S Revise Course proposals will be held at UG Initial Review step until the base course proposal reaches the same step for review.

- Low-impact revisions are reviewed by the Curriculum Committee.
- High- and mid-impact revisions may need to be reviewed by the EL subcommittee before being forwarded to the full Curriculum Committee. Please contact the subcommittee chair prior to October 1 to see if a subcommittee review will be necessary.

#### 4.5.4. Dropping an EL Designation from a Course

- Dropping an EL designation is the same as dropping a course. For example, requesting to drop ABC 310R would effectively remove the designation, leaving only the base course and any other EL versions of ABC 310. Use the Drop Course form in MC Curriculum.

### 4.6. Vol Core Courses

#### 4.6.1. General

In spring 2017, the University of Tennessee, Knoxville, approved a proposal to redesign the general education curriculum. The **Volunteer Core (Vol Core)** took effect Fall 2022. The following instructions apply to Vol Core.

A course that is on the Vol Core list has the following expectations:

- Any course that is to fulfill a Vol Core requirement must be proposed to and be approved by the Vol Core Committee and approved by the Undergraduate Council and Faculty Senate.
- Courses on the Vol Core list in one year will be carried over to the next year's catalog.
- Once a course is approved for a Vol Core requirement, it must continue to be taught following the approved characteristics any time it is offered.
- If a department wants to change the category(ies) for a course, the course under the old number must be dropped and a course with a new number must be proposed to the UG Curriculum Committee and to the Vol Core Committee.
- Courses approved under the old general education curriculum will continue to satisfy that same requirement for a six-year phase-out period. Courses that satisfy a general education requirement under the old curriculum may also satisfy a requirement under the new curriculum *if the course undergoes the approval process for the new curriculum*. Please see the Vol Core page of the Undergraduate Council's website for additional information:  
<https://ugcouncil.utk.edu/volunteer-core/>.

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## 4.6.2. Adding a Vol Core Course

- New courses will include concurrent submissions to the Curriculum Committee and to the Vol Core Committee.
- To request that an existing course be approved as satisfying a Vol Core requirement, submit an application to the Vol Core Committee.
- Links to forms and detailed instructions can be found on the [Vol Core website](#).

## 4.6.3. Revising a Vol Core Course

- Submit the change to the Curriculum Committee.
- If there are significant changes to content, instructional method, or credit hours for any course already approved as satisfying a Vol Core requirement, then the course may need to be submitted to the Vol Core Committee for re-approval. Please contact the subcommittee chair prior to October 1 to determine if the proposed change needs to be reviewed by the subcommittee.
- If a course is dropped from the undergraduate catalog but is reinstated with a new number through an equivalency table, it would need to be resubmitted to the Vol Core Committee in order to retain the Vol Core designation.

## 4.6.4. Dropping a Vol Core Course

- If a department wishes to drop the Vol Core designation for a course:
  - The [Curriculum and Catalog Management team \(CCM\)](#) must be informed of the intent to drop the Vol Core designation by **October 1**. Impact reports will be run and reviewed by the affected colleges to give them time to revise any programs affected by the dropped course.
  - There will be a six-year phase-out period for all courses dropped from the Vol Core list.
  - If still offered during the six-year phase-out period, a course must be taught following the applicable Vol Core characteristics.
  - The department may choose not to offer a course if it does not wish to continue teaching it as a Vol Core course during the six-year phase-out period.
  - The Vol Core designation for a dropped course will be date-ranged in the undergraduate catalog (both on the Vol Core list and in the course description) and on students' DARS reports.
- Courses dropped from the undergraduate catalog will be dropped from the Vol Core list.
- Archived courses (e.g., not listed in the undergraduate catalog but not dropped) will be temporarily removed from the Vol Core list but will be added back when

the course is taught again. Once reinstated, the course must be taught following the originally approved Vol Core characteristics.

- If a course is dropped from the undergraduate catalog but is reinstated with a new number through an equivalency table, it would need to be resubmitted to the Vol Core Committee in order to retain the Vol Core designation.

## 4.7. Required Approvals for Curricular Changes

Action	New Code Required <sup>1</sup>	Additional Approval Required	Deadline <sup>7</sup>	SACSCOC Action <sup>5</sup>
<b>Changes to Academic Units</b>				
Add academic unit (division, college or school)	YES	YES (VPS <sup>2</sup> , THEC, BOARD)	Dec. 1	---
Rename/consolidate academic units (divisions, colleges, or schools)	YES	YES (VPS, THEC, BOARD)	Dec. 1	---
Drop academic unit (division, college or school)	----	YES (VPS, THEC, BOARD)	Dec. 1	---
<b>Changes to Departments</b>				
Add department	YES	YES (CHANC <sup>3</sup> )	Dec. 1	----
Rename/consolidate departments	YES	YES (CHANC)	Dec. 1	----
Drop academic department	----	YES (CHANC)	Dec. 1	----
<b>Changes to Degrees</b>				
Add new degree	YES	YES (VPS, THEC, BOARD)	Dec. 1	YES
Rename/consolidate degrees	YES	YES (VPR or GSD <sup>4</sup> )	Dec. 1	YES
Drop degree	----	----	Dec. 1	YES
Adding/dropping joint/dual degree programs				YES
<b>Changes to Majors</b>				
Add new major	YES	YES (VPS, THEC, BOARD)	Dec. 1	YES
Revise major requirements	----	----	Dec. 1	----
Rename/consolidate majors	YES	YES (VPR or GSD)	Dec. 1	YES
Drop major	----	----	Dec. 1	YES
Revise major "ownership"	YES	----	Dec. 1	----
<b>Changes to Concentrations</b>				
Add new concentration	YES	----	Dec. 1	----
Revise concentration requirements	----	----	Dec. 1	----
Rename/consolidate concentrations	YES	----	Dec. 1	----
Drop concentration	----	----	Dec. 1	----
<b>Changes to Minors</b>				
Add new minor	YES	----	Dec. 1	----
Revise minor requirements	----	----	Dec. 1	----
Rename/consolidate minors	YES	----	Dec. 1	----
<b>Changes to Courses</b>				
New academic discipline/subject	YES	----	Dec. 1	----
Rename/consolidate academic disciplines/subjects	YES	----	Dec. 1	----
Drop academic discipline/subject	----	----	Dec. 1	----
Remove Vol Core Designation	----	----	Oct. 1	----
Add high-impact course, non-EL designated	----	----	Oct. 15	----
Revise high-impact course	----	YES (VPR or GSD)	Oct. 15	----
Drop high-impact course	----	YES (VPR or GSD)	Oct. 15	----
Add high impact course, EL-designated	----	----	Oct. 15	----
Add low-impact course	----	----	Dec. 1	----
Revise low-impact course	----	----	Dec. 1	----
Drop low-impact course	----	----	Dec. 1	----
Initiate programs or courses offered through contractual agreement or consortium	----	----	Dec. 1	YES
Initiate off-campus sites where student can obtain 25% or more credits toward a program	---	YES (PRV <sup>6</sup> , CHANC, VPS, THEC)		YES
Initiate dual or joint degree with other institution	---	YES (PRV, CHANC)		YES
<b>Changes to Program Policies</b>				

Action	New Code Required <sup>1</sup>	Additional Approval Required	Deadline <sup>7</sup>	SACSCOC Action <sup>5</sup>
Revise admission criteria	----	----	Dec. 1	----
Revise progression standards	----	----	Dec. 1	----
Revise graduation policies	----	----	Dec. 1	----

1 For undergraduate and graduate code requests, contact The Curriculum and Catalog Management team (CCM).

2 VPS = Vice President for Academic Affairs and Student Success

3 CHANC = Chancellor

4 VPR = Vice Provost for Academic Affairs; GSD = Graduate School Dean

5 Contact Heather Hartman (865-974-3635 or [hhartman@utk.edu](mailto:hhartman@utk.edu)), UTK SACSCOC Liaison to determine SACSCOC requirement for specific changes.

6 PRV = Provost

7 Implementation of MC Curriculum may impact dates and deadlines

"In accordance with Chapter 179 of the Legislative Act creating the Higher Education Commission in 1967, the Commission has the statutory responsibility to review and approve new academic programs, off-campus extensions of existing academic programs, new academic units (divisions, colleges, and schools) and new instructional locations for public institutions of higher education in the State of Tennessee."

THEC Policy A1.1, which addresses approval levels, states

- "New academic programs requiring Commission approval are those that differ from currently approved programs in level of degree or major offered, as reflected in the institution's catalog and the Commission's academic inventory, subject to specified provisions."
- "Renaming an existing program without an essential change in the originally approved curriculum does not require Commission approval."
- "A reconfiguration of existing programs without an essential change in the originally approved curriculum and without a net gain in the number of programs (e.g., a consolidation of two programs into one) does not require Commission approval."
- "Additions, deletions, and revisions of sub-majors (options, concentrations emphases, tracks, etc.) without an essential change in the originally approved major curriculum do not require Commission approval."

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## 5. Glossary

### 5.1. Archived Course

An archived course is removed from the undergraduate catalog, but not permanently dropped. The course number is retained, but the course cannot be taught until/unless it is reactivated. The request to archive a course must be approved by the Curriculum Committee, the UG Council, and the Faculty Senate. To reinstate an archived course, the dean in charge of academic or curricular affairs for the host college must send a request to the Registrar's Office by February 1 (for summer and fall offerings) or September 1 (for spring offerings). Reinstating an archived course does not require Curriculum Committee, UG Council, or Faculty Senate approval, but will be included in the minutes of the next UG Council meeting for documentation purposes. To request reactivation, please use the "Other Form" in MC Curriculum.

### 5.2. Blanket Substitution Form

Please visit [Forms | Office of the University Registrar \(utk.edu\)](#) to find the form and follow the instructions within the form.

### 5.3. Comment(s)

A field for information that does not fit into any other category and is not enforceable by the Banner registration system.

### 5.4. Contact Hour Distribution

The breakdown of schedule type/instructional mode if more than one style is used. If a course is comprised of more than one schedule type/instructional mode (lecture and lab, studio and discussion, etc.), the distribution of hours must be included, such as "3 hours lecture and 1 hour lab." The total hours must equal the total credit hours for the course.

### 5.5. Curriculum and Catalog Management team (CCM)

Assistant Registrar for Curriculum and Catalog Management (TBD)



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Operations Coordinator for Curriculum and Catalog (Jacob Haramule)  
Operations Specialist (Jonathan Hughes)  
Assistant Dean and Director of Graduate Student Services (Marla Bruner)  
Graduate Catalog Editor (Catherine Cox)  
Graduate Catalog Specialist (Grace Favier)

For MC Curriculum assistance, send an email to Curriculum and Catalog Management team:

[Curriculum\\_help@utk.edu](mailto:Curriculum_help@utk.edu)

If the email inquiry is specific to undergraduate or graduate MC Curriculum issues, please include UG or GR in the subject line of the email.

## 5.6. Corequisite(s): (DE) Department Enforced

Corequisite(s) enforced by the department and not by the Banner registration system.

## 5.7. Corequisite(s): (RE) Registration Enforced

Corequisite(s) enforced by the Banner registration system. See also Mutual Corequisite, below.

## 5.8. Correction Items

Criteria/Threshold of Corrections past Cycle 4

Minimum program hours for a baccalaureate degree:

SACSCOC requires a minimum of 120 semester hours for a baccalaureate degree and, if we discover a program with fewer hours, we (1) inform the college, (2) correct the catalog using the solution the department/college suggests which may be a free elective or a required course that was inadvertently left out or a new course to replace a dropped course or whatever else the department/college thinks is appropriate, and (3) document this correction at the next meeting of the UG Curriculum Committee.

Minimum Vol Core hours:

Vol Core has specific requirements. If those requirements are not met in a program, we (1) inform the college, (2) correct the catalog using the solution the department/college suggests which may be changing a free elective to be a Vol Core course, or if course ABC 123 has been submitted to Vol Core but the committee has not yet made a decision about the course, then the correction might indicate to take "ABC 123 or a Vol

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Core elective" or "free elective or Vol Core elective" or other appropriate solution and (3) document this correction at the next meeting of the UG Curriculum Committee.

Rationale:

This is to raise awareness of the processes that our offices have been following when immediate urgent corrections have been required in the active catalog. This does not apply to anything other than urgent corrections noted above. These typically show as low-impact corrections in the last meetings of the spring or the early meetings of the fall. For an example of how this looked in the past, see the attachment that was taken from TRACE minutes of UG Council minutes of meeting April 12, 2022

[https://trace.tennessee.edu/cgi/viewcontent.cgi?article=1124&context=utk\\_undergradcouncil](https://trace.tennessee.edu/cgi/viewcontent.cgi?article=1124&context=utk_undergradcouncil)

(as documented and presented to UG Council during the 2023-2024 academic year <https://utk.curriculog.com/proposal:3874/form>)

To submit a correction item, please use the [Correction](#) form in MC Curriculum.

## 5.9. Course Description

The description of the course content.

## 5.10. Course Fees

Fees in addition to the standard cost per credit hour. Fees must be approved by the Office of Budget and Finance *even if the course is cross-listed with or is an equivalent to (exact replacement for) a dropped course that had approved fees. Please contact the Bursar's Office with any questions about these fees. Approval of fees is not automatic.*

## 5.11. Course Prefix

The code that identifies each department or division. This code is comprised of two to four letters.

## 5.12. Course Number

The three-digit number that identifies a specific course within a department or division. (See also Experience Learning Designated Courses.)

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## 5.13. Course Title

The name given to a particular course. The transcript name is limited to 30 characters including spaces and appears on the timetable and the student transcript. The catalog name may be up to 100 characters including spaces and appears in the academic catalog.

## 5.14. Credit Hour

The unit of credit is the semester credit hour, or “credit” for the sake of brevity. The number of credits assigned to a course is determined by the faculty in the unit offering the course and is documented through the course approval process governed by the Undergraduate and/or Graduate Councils of the Faculty Senate. The awarding of credit indicates that through assessment of student learning, an instructor has determined that a student has demonstrated achievement of the learning objectives associated with a course.

For classes that are taught in-person in a traditional lecture-based format over the course of a semester with 14 weeks of instruction, one credit represents 50 minutes per week of direct faculty instruction in a face-to-face classroom setting and a minimum of 100 minutes per week, outside the classroom setting, during which a student engages actively with the course content. (This represents a minimum of 2.5 hours of student work per week, or 35 hours per semester.) This engagement may include reading course-related material, completing writing-based assignments, reviewing material presented in the classroom setting, completing projects and homework assignments, solving problems that support the learning objectives of the course, performing group work with other students enrolled in the course, reviewing and responding to instructor feedback, and/or similar activities.

For online, hybrid, and “flipped” classes, as well as other classes taught in modalities differing from traditional in-person lecture-based formats (whether synchronous, asynchronous, or a mix of the two), a credit represents a minimum of approximately 35 hours during which a student engages actively with the course instructor and the course content (which may include direct instruction, readings, assignments, projects, assessments, discussions, collaborative work with other students, and reviewing, responding to, and providing feedback). When a course is offered both in a traditional in-person lecture-based format and in another format or modality, the fundamental learning objectives for the course remain the same, independent of format or modality, and the different modalities represent substantially equivalent workloads and learning outcomes for students.

For in-person classes that include or consist of laboratory, studio, fieldwork, or similar components, two to three hours per week of these components, over the course of a semester with 14 weeks of instruction, typically equates to one credit. For courses that are primarily based on internships, practicum experiences, research, directed readings, independent study, or thesis or dissertation writing, the credits associated with the course are based on outcome expectations established by the faculty in the department, school, or college offering the course.

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This definition of the credit hour provides the university with the flexibility to accommodate a variety of instructional formats and modalities.

## 5.15. Credit Restriction

The limit to the way in which the credit can be applied, such as “May not be applied toward the microbiology concentration” or “Students may not receive credit for both BCMB 410 and BCMB 510.” This is enforced in DARS but not in Banner, so a student would not receive a registration alert.

## 5.16. Cross-listing

Two or more courses that contain identical course content, hours, repeatability, etc., but are taught under different departments or divisions. One course must be designated as the primary course, with the other(s) secondary.

## 5.17. Drop a Course

If a course is dropped, it is removed from the course catalog and no longer available to be added to the course schedule beginning with the effective term. The course number becomes available for reuse at the end of six academic years.

## 5.18. End Program

If a program is ended, it is removed from the course catalog beginning with the effective term. The program then enters a six-year teach-out phase and remains available to students already in the program and to those students who are on catalog years that allow the program as a valid choice.

## 5.19. Experience Learning Designated Courses

Courses approved to be designated as Experience Learning with the accompanying course designation of N (Internship), R (Research), or S (Service Learning), such as ABC 310R or ABC 310S. The base course (e.g., “ABC 310” in these examples) and all EL designated versions are equivalents for repeat/replace purposes.

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## 5.20. Grading Restriction(s)

The designation to indicate that the course uses non-standard grading options; that is, anything other than A-F as the default with S/NC as an option.

## 5.21. Impact Level of Changes (Courses)

Course fall into three categories:

### 5.21.1. High-Impact

- Adding, dropping, or archiving any Vol Core or other high demand course, such as one with interdisciplinary applications that could be required for programs in two or more colleges or one that could impact individual program accreditation.
- Course revisions that significantly change the course content or enrollment-related or credit-hour revisions to a Vol Core, tracking, or other high demand course. These revisions include registration restrictions, registration permissions, adding a pre- or corequisite that is not required by other programs that require the course, or increasing or decreasing credit hours.

Note: High-impact curricular changes have an earlier deadline than mid- and low-impact changes. See [Other Items → Undergraduate Curricular Approval Calendar](#)

### 5.21.2. Mid-Impact

- Adding, dropping, or archiving any course other than high-impact courses. (See high-impact courses, above.)
- Course revisions that significantly change the course content or impact enrollment numbers and revisions to courses required by programs in colleges other than the host college.

### 5.21.3. Low-Impact

- Routine maintenance of existing courses that does not significantly change course content or impact enrollment.

## 5.22. Impact Level of Changes (Programs)

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Program changes fall into three categories:

### **5.22.1. High-Impact**

- Adding a new major or degree, which will need approval by THEC. The deadline for a new major or degree is December 1 with the caveat that THEC's approval may not happen in time to get the new major or degree into the academic catalog by the upcoming fall term. Colleges are encouraged to submit proposals for new majors earlier in the curricular change cycle, if possible.

### **5.22.2. Mid-Impact**

- Adding or dropping a new concentration under an existing major, adding an undergraduate certificate, or making significant changes to an existing program.

### **5.22.3. Low-Impact**

- Routine maintenance of existing programs.

## **5.23. Informational Items**

Informational items are added to meeting agendas in MC Curriculum using an [Informational Items](#) form. Informational items are added after the agenda has been created and do not require any formal approvals.

## **5.24. Mutual Corequisite: (RE) Corequisite(s)**

Two or more specific conditions, requirements, or courses that must ordinarily be attempted in the same term because of integrated or mutually dependent learning objectives. Course A and Course B are mutual corequisites if Course A has Course B as a corequisite and Course B has Course A as a corequisite. If Course A and Course B are mutual corequisites, a student who drops Course A and is forced to also drop Course B can use one of their four allowed W grades to drop both courses simultaneously.

## **5.25. Prerequisite(s): (DE) Department Enforced**

Prerequisite(s) enforced by the department and not by the Banner registration system.

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## 5.26. Prerequisite(s): (RE) Registration Enforced

Prerequisite(s) enforced by the Banner registration system.

## 5.27. Recommended Background

A recommendation not enforced by the Banner registration system.

## 5.28. Registration Permission

The designation to indicate that all students must have permission from the instructor, department, or other entity to register for the course. These are enforced by the Banner registration system at the CRN (course registration number; e.g., specific session of a course for a particular term) level. This designation provides flexibility for courses such as Special Topics where some instructors may want a permission on their particular topic/CRN while others may prefer open enrollment.

*Note: if “Permission of instructor” or a similar permission is added to a course in the catalog, then every section of that course must have this permission. Departments may add this permission to a particular section of a course, even if the catalog does not mention this permission; but departments may NOT remove this permission from a section of a course if the course lists this permission in the catalog.*

## 5.29. Registration Restriction(s)

An indication that only students with certain characteristics may register for the course. Characteristics include, but are not limited to, degree, major, concentration, minor, college, student level (undergraduate or graduate), student classification (freshman, sophomore, etc.), or special qualification (such as teacher licensure or honors program).

Many of these can be enforced by the Banner registration system. Multiple restrictions are treated by Banner as an “and” relationship and never an “or” relationship; therefore, Banner can restrict registration to students with a major in the Department of Theory and Practice in Teacher Education AND have been admitted to teacher education (TEP), but Banner cannot restrict students in the Department of Theory and Practice in Teacher Education OR those admitted to TEP. If a department wants to restrict students within an “or” relationship, the larger group will be restricted in Banner and the smaller group will be restricted manually by the department.

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## 5.30. Repeatability

The designation to indicate whether or not a course can be repeated for credit. Most courses are not repeatable for credit, so retaking a course would result in the replacement of the previous grade(s) with the most recent, per established university policy. Variable title and certain other courses such as internships may be set up as repeatable. These courses must indicate the maximum times the course may be repeated or the maximum credit hours that may be earned.

## 5.31. Variable Title

Used for courses that desire a unique title, such as “Special Topics in…” or “Selected Readings”.

## 5.32. Volunteer Core (Vol Core)

The current general education curriculum (Vol Core) that replaced the previous general education curriculum. Courses in this curriculum must be approved by the Vol Core Committee of the Undergraduate Council. These courses are noted within the course catalog with an asterisk (\*).

## 5.33. Vol Core Designation

Courses approved to satisfy general education requirements. Courses in this category must be approved by the Vol Core Committee of the Undergraduate Council. These courses are noted within the course catalog with an asterisk (\*). The previous general education curriculum was replaced with the new Vol Core curriculum beginning with the 2022-2023 academic year.