CURRICULAR SUBMISSION GUIDE

THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

Contents

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.   Curriculog

Starting with the 2023-2024 academic calendar, Curriculog™ software will be implemented to automate the curricular change process at the University of Tennessee, Knoxville. See Curriculog Workflow System.

Curriculog™ is a curriculum design workflow system and companion software to Acalog™, the online catalog software used by the University of Tennessee, Knoxville. Both systems are offered by Modern Campus, based in Lakeland, Florida.

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 will identify and/or review the impact of items on the Curriculum Committee agenda through the use of appropriate labels via the Curriculog Workflow System

(CWS). This will allow the Committee to focus on significant changes, while spending less time on minor maintenance.

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 (CWS) 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 date that changes are to go into effect is listed within the Curriculog approval process 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 (CWS):

  o Rationale
    The reason for the change(s), including any learning outcome(s) and/or course or program assessment activities that influenced the change.

  o Impact on other units

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 Curriculog™ 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. Please inform affected units using the Curriculog™ custom routing feature. Minor edits to clarify the name of the course or its description probably will not need revisions by other colleges/units. See Custom Routes. Anyone who needs help understanding this process may contact the Curriculum and Catalog Management team (CCM). For related information see Glossary → Impact Level of Changes (Courses) and Glossary → Impact Level of Changes (Programs).

- o 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.

- o Other Documentation
  Any change that needs additional approval may require additional documentation. For more information see Other Items → Required Approvals for Curricular Changes.

1.2.5.   Courses

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

GENERAL

- o Forms within Curriculog™ will require certain minimum information.
- o Equivalency tables need to be included if a new course is replacing an old course and the two will be equivalent for repeat/replace purposes. *Moving fees from a dropped course to a new course is not automatic.*
- o 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.

- o Some course proposals will request special criteria and/or conditions. Curriculog 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 Curriculum and Catalog Management team (CCM) or 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.
- o Information for courses will be in the order listed in heading Other Items → Course Information Order. Curriculog will set these fields by default.
- o 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.
- o Courses fall into three categories, based on the impact of the change:

Please note that running an Impact Report in Curriculog (CWS) will 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.

ADD COURSES

- New courses are high- or mid-impact changes.
- Contact the CCM 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.

o 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

o Course revisions can be high-, mid-, or low-impact changes.
o 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.
o 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.
o 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.
o 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. 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 CCM or the Bursar's Office with any questions about these fees. Approval of fees is not automatic.*

1.2.6. Programs and Text

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

GENERAL

o Prior to Curriculog, changes were indicated as follows:
  ▪ Enter new text or course requirements in red font with gray highlight.
  ▪ Indicate text or course requirements to be deleted in red font with strikethrough.
o Undergraduate program changes must include uTrack showcases with the changes indicated as noted above. If there is accompanying text and/or a separate page/list of requirements, then that information must be included, as well.

- 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 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 UG or Graduate Council and the Faculty Senate.
- New concentrations, minors, or certificates do not require THEC approval, but THEC notification is required once the changes have been approved at all campus levels.
- 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 listed (in Banner) 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.*

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.
- o Bachelor's programs must continue to meet the required minimum of 120 hours.
- o The entire program requirements, including uTrack showcase, can be imported into Curriculog™. This allows the Curriculum and Catalog Management team (CCM) to easily double check that the degree continues to require a minimum of 120 hours.
- o Changing the name of a program requires ending the old program and adding the new one.
- o 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 is retained for documentation and reflects processes prior to Curriculog implementation. The implementation of Curriculog in the fall of 2023-2024 controls this process through an electronic format in various approval processes. 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. The designated college representative forwards approved proposals to the Curriculum and Catalog Management team (CCM) in the Office of the University Registrar and the Graduate School.

2.2. Undergraduate Council Approval

a. The Curriculum and Catalog Management team (CCM) reviews submissions from the colleges for potential problems, such as incomplete information or a course number that is not available for use, and runs and/or 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 approves the proposal, it will move forward via the Curriculog Workflow System (CWS) 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 (CWS) to their full committee for review.

c. **Committees** receive proposals from the colleges, review curricular changes, and forward approved proposals to the Undergraduate Council (CWS).

d. **The Undergraduate Council (UGC)** reviews proposals and forwards approved proposals to the Faculty Senate (CWS). 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

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 <u>Curriculum and Catalog Management team (CCM)</u> enters and/or oversees entry of approved changes into Banner and Acalog (CWS), the university's SIS and catalog software respectively.

b. The <u>CCM</u> and DARS encoders proof the catalog draft and make corrections, if necessary.

c. The <u>CCM</u> activates Banner updates and publishes the catalog, with the goal of publishing before the first day of registration for the upcoming fall term (early- to mid-April).

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.**

3. Curriculog Workflow System

3.1. Curriculog Basics and Terms

3.1.1. Introduction

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

Curriculog automates the process of curriculum approval, helping colleges and universities to approve course and program changes and improve communication about the curriculum across campus.

3.1.2. Hierarchy

- Hierarchy in Curriculog will mirror the hierarchy of UTK (the institution), but its purpose is different from Acalog.
  - In Acalog, hierarchy controls the ownership of courses and programs.
  - In Curriculog, 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.
- The Role Type is created once.
  - Subsequently, more Roles (see below) can be created under Role Types.

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 properly in a workflow
  - Example; Art Department Head **(Role)**
    - John Smith (participant added to this **Role**)
    - When John Smith is replaced by Jane Smith, the corresponding change in participant to that **Role** must be made in Curriculog

3.1.5. Users

Front End Users

- All participants who have a Curriculog account and are NOT administrators.

- The majority of Curriculog users will be front end users who create, monitor, and comment on proposals.
- Some front end users will have authority to act as approvers within the workflow steps.

Administrators

- Administrators have access to everything within Curriculog.
- They control the background process of creating the proposal forms and account settings maintenance that appear for front end users.
- This role is limited to a few.

3.1.6.　Approval Process (AP)

- Form
    - Users will fill out a form to provide all information for the proposal.
    - The form is created in advance by a Curriculog administrator.
- Steps
    - The individual steps in the Workflow beginning with Step 1 "The Originator".
    - All of the steps combined make up the approval process workflow.

3.1.7.　Proposal

- Users will originate (create) proposals using the approval process (AP) that was created in advance by an administrator.
- These are the requests that Users 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

- Connection between software: Acalog, Curriculog, and Banner.
- The data flows between Acalog, Curriculog, and Banner 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.

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.

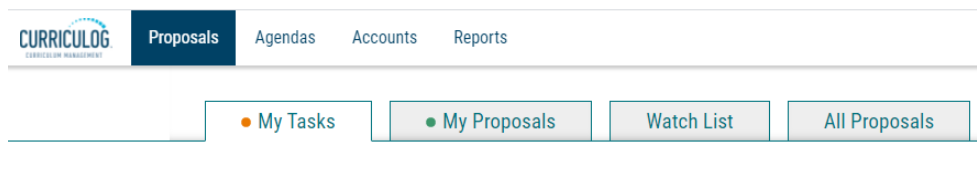## 3.2. Overview

3.2.1.　　General Navigation

LOGGING IN

Access Curriculog™ at https://utk.curriculog.com. Click the Login button at the top right.

Login

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

Your dashboard will appear.

THE DASHBOARD

CURRICULOG. Proposals Agendas Accounts Reports

● My Tasks   ● My Proposals   Watch List   All Proposals

- The default tab is My Tasks in the Proposals section, which will show any proposals that await your review.
- The My Proposals tab will contain any proposals that you have initiated, showing you their progress in the workflow.
- The Watch List tab contains any proposals you have tagged to follow specifically.
- The All Proposals tab will contain all proposals currently in a workflow.

The ribbon across the top indicates other areas of Curriculog™, including Agendas, Accounts, and Reports. In Agendas you will see meeting agendas created by Agenda Administrators for the various committees. Under Accounts you will see all the users of Curriculog™ and be able to message them if desired. 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 a Curriculog™ administrator at 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.
- Your User Rights have been set by the system admins and most cannot be changed. The only one you might want to change if permitted by system administrators is how you receive email notifications.

Originator

| Get all messages for user's proposals ▼ |

Email Options

| Daily Email Digest ▼ |

Process

| Send messages for the steps in which I am involved only ▼ |

The Email Options default setting is for you to receive one email per day with any proposals that are associated with your user account. This will serve as a reminder to review, comment on, or approve proposals.

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, minors, and certificates. Other proposal forms cover requests that cannot be accommodated through course and/or program forms. Additionally, each proposal form type is subdivided into undergraduate proposal forms and graduate proposal forms.

Each form contains fields to complete 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 setup a mandatory approval process (workflow) based on the information that is entered into the form fields. The approval process (workflow) can be further customized (see Custom Routing) by originators, approvers, and administrators depending on the proposal details.

UNDERGRADUATE PROPOSAL TYPES

- Undergraduate Add Course
- Undergraduate Revise Course
- Undergraduate Drop/Archive Course
- Undergraduate Vol Core
- Undergraduate Add Program
- Undergraduate Change Program Name
- Undergraduate Revise Program
- Undergraduate End Program

GRADUATE PROPOSAL TYPES

- Graduate Add Course
- Graduate Revise Course
- Graduate Drop Course
- Graduate Add Program
- Graduate Change Program Name
- Graduate Revise Program
- Graduate End Program

STARTING A NEW PROPOSAL

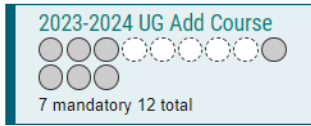Make sure you have selected the Proposals tab in your dashboard.

Proposals

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

+ New Proposal

You can restrict what type of proposals appear using the Course or Program tab.
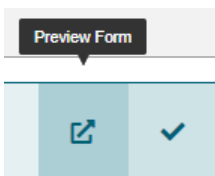
Courses   Programs

You can review the proposal Workflow steps by clicking the proposal name above the bubbles. (Note: The example here, as in other sections, is for UG, but the Graduate process is similar for all types of changes. Always be certain to choose the appropriate form from the entire list of options.)
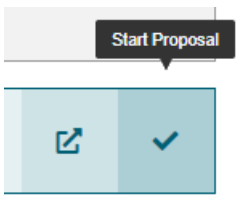

This will bring up the Process Steps on the right side of the screen.

You can review the proposal template 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 Acalog™ before the proposal can load, you will get the following dialog box:

In the example above, the demo course MUSC 101 is being imported for modification. Note that Curriculog™ uses the word 'code' for course numbers. If this was a form to modify a program, you could search available programs by Name.

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

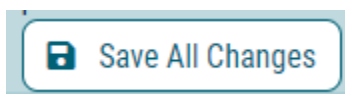Select the Build Proposal button to begin working on your proposal.

Each proposal contains several sections which can be collapsed and opened as you work through the fields. Use the carets at the right of each section heading to expand and collapse the sections if needed.
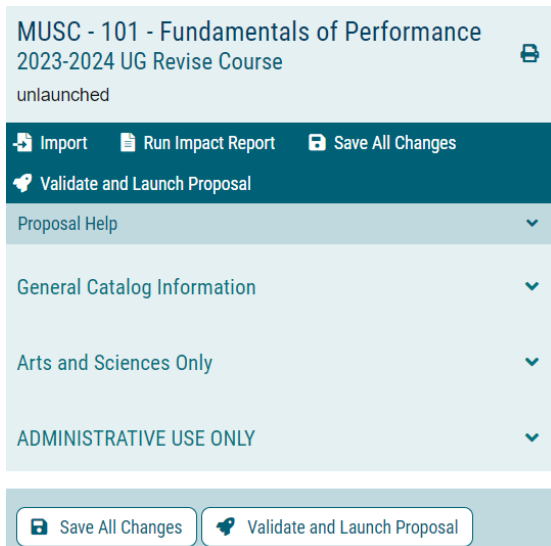
Remember to save your changes often by pressing Save All Changes.

WARNING: There is no 'undo' in Curriculog™. 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. If you do this, we recommend you go back to your proposal list, delete the proposal, and start again. Some deletions will ask if you're sure, but not all. Be careful.

3.2.3.   Workflow

DESCRIPTION

Curriculum review proceeds from a proposal originator through several workflow steps, where a designated approver moves the proposal to the next step. Workflow steps may be required (e.g., UG Curriculum Committee) or may be conditional depending on the proposal requirement (Vol Core committee approval if the proposal is seeking Vol Core designation).

One important feature of Curriculog™ is real time editing. At any level the approver can modify proposals, fix errors, or enhance the application. 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.

If a proposal is rejected it is sent back to the previous step.

USERS AND ROLES

All UTK faculty and staff may create proposals at the originator level. In addition, certain people can fill specific roles. These roles are maintained by the Curriculog™ admins and each year the roles will be reviewed and updated. 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 meeting agendas).

COMMENTING AND EDITING VISIBILITY

Committee members and approvers can comment on and edit proposals while they are under review. To access a proposal, click on the proposal's name.
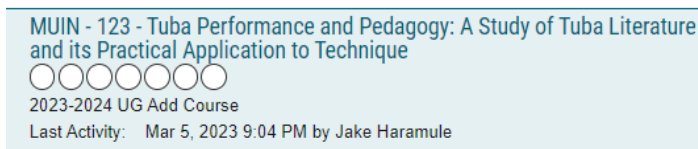
Edits and comments are tracked and logged by user. Do not forget to save.
To comment on a proposal, click on the Discussion icon in the Proposal Toolbox (right window).
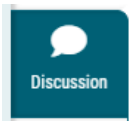
Select "Add Comment" and put the comment in the dialog box.

WARNING: Comments cannot be deleted. Comments can always be tracked to their author. Add new comments with careful consideration as comments become a permanent record.

To see changes to original text, select 'Show current with markup' in User Tracking.
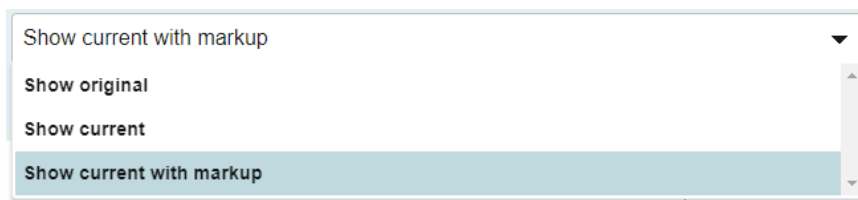
Changes to any field are shown in a different color. If the proposal was imported, these changes are shown from the point of import. If the proposal was not required to be imported (i.e., add course), markups (edits) become visible after the proposal is validated and launched.

DECISIONS

At each workflow step there are decision options for the approver. The designated approver will choose from among these options to move the proposal to the next step or change the proposal status. The options are shown on the Your Decision page in the Proposal Toolbox. Click on the check mark icon to access the Your Decision page.

The most common decisions will be to approve and move the proposal to the next step in the route, or to reject and send the proposal back to the previous step. You will only select Custom Route for high or mid-impact proposals that affect other colleges/units that need their review and approval and anytime an individual outside of the workflow is required to be brought into the workflow to make a decision (approve or reject).

Comments are optional for approval. Comments are required for a rejection, so that the person at the previous step can know what to address to make the proposal successful.

All other options, if available, must be approved by a Curriculog™ administrator. They are:

- **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 Curriculog™. 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 Curriculog™. Alternately, you can request a proposal to be deleted via email to Curriculum_help@utk.edu

- **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 outside the normal approval route (a department chair in a collaborating department, for example).

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) will likely 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. Your request will be reviewed by our campus Curriculog™ administrators, and someone will respond as soon as they are able.

CONTEXTUAL HELP

Contextual help that has been customized to the UTK curriculum process is available on all pages as small 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 page.
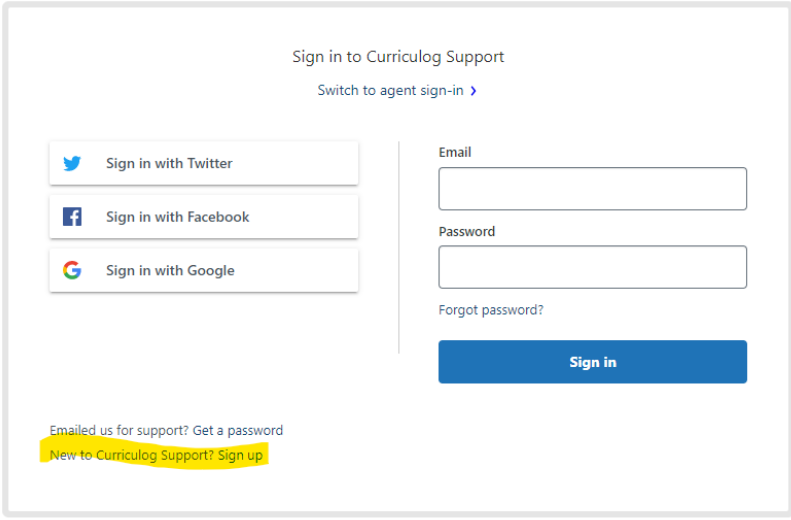

Note that the search function is also available there.

TUTORIALS
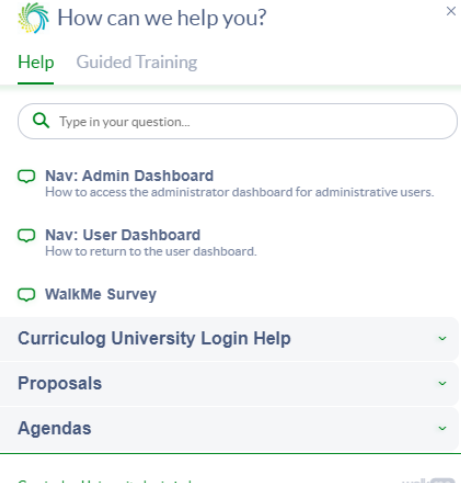
Video tutorials, a user manual, and a search function for that manual is available on the Curriculog™ University website. To access go to https://curriculog-support.zendesk.com and sign in with your Email and Password.

If you are a first-time visitor you will need to Sign up. Look for "New to Curriculog Support? Sign up".

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 trouble-shooting.

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

The "Walk Me Through" feature also includes guided trainings 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 will be limited.

3.3. Course Forms

3.3.1.   Add Course

BEFORE YOU BEGIN

Make sure the course abbreviation and number of the course you wish to create are available. If you are unsure if your chosen course number has been used within the past 6 years, contact curriculum_help@utk.edu.

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.
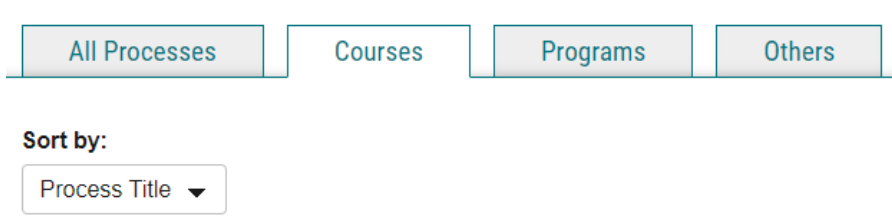
Select the approval process that you wish to use from the undergraduate or graduate selections (e.g., 2024-2025 UG Add Course).

You can review the proposal template by clicking the Preview Form icon. A new window will launch.
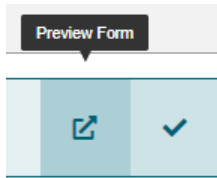
You can initiate your new proposal by clicking the Start Proposal checkmark icon.
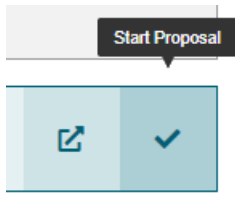
CREATE AN IMPACT REPORT

IMPORTANT NOTE: Creating an Impact Report in an Add Course proposal is only required if there is an equivalent course that is being dropped. If this is the case, be sure to complete the following steps 1 through 5 shown below. If this is an Add Course proposal with an equivalent course that is also being added or is not being dropped, then disregard this section and enter N/A into the "Impact on Other Units" field of the proposal.

Impact on Other Units*

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

1. Before you submit an Add Course proposal, first submit a Drop Course proposal for the equivalent course that is being dropped.
2. Be sure to run an impact report on the Drop Course proposal and paste the impact report into that proposal.
3. After you have saved and launched the Drop Course proposal for the equivalent course, then you can begin the Add Course proposal for the equivalent new course.
4. Copy the impact report from the equivalent Drop Course proposal into the Add Course proposal section called "Impact on Other Units".
5. Be sure to complete the equivalency table in both proposals. See Academic Discipline/Subject Changes and scroll down to view a sample of an equivalency table.
6. Follow the steps below to continue reading about how to complete an Impact Report.

Click the Report icon in the upper left.

Run Impact Report

This will open a dialog to create the report.

Only select the WORKING copy of the Acalog catalog (Graduate or Undergraduate). DO NOT select from the Curriculog options and DO NOT select multiple Acalog 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.

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*

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 indicate whether you have consulted with impacted programs and/or departments.

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 be sure to Custom Route the proposal to the appropriate college(s)/unit(s) after launching the proposal. See Special Considerations → Custom Routes.

COMPLETE REQUIRED FIELDS

All required fields are indicated with an asterisk.

Catalog Name (max 100 characters)*

Course title to be displayed in the Catalog.

Although you are encouraged to save your proposal at any time that you desire, be sure to complete all required fields BEFORE you launch the proposal.

UPLOAD A SYLLABUS (If Desired)

To upload a syllabus, select the Files icon tab located in the proposal toolbox seen in the far right side of the Curriculog 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.
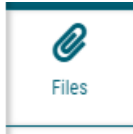
Select Choose File then use the Upload button.
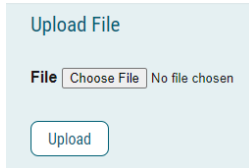
COMPLETE ADDITIONAL FIELDS

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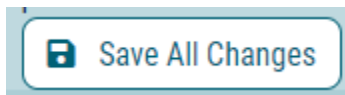
LAUNCH AND APPROVE

You may launch the proposal any time after you complete the required fields. Unlike the Revise Course proposals (see below) the timing of the launch does not affect your editing because you will not be editing any of the required fields (which is part of a Revise Course proposal). However, it is good practice to launch your proposal after you have completed the required 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.
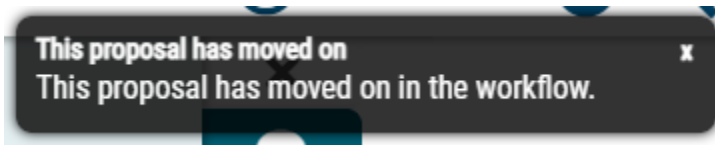
This proposal has moved on   x
This proposal has moved on in the workflow.

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

IMPORTANT! 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 radio button. Then click Make My Decision. You may choose to add a comment. Remember that comments are a permanent record in Curriculog 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 is accurate) and you can see that the status of the proposal now has a green thumbs-up in the first step.

MUIN - 123 - Tuba Performance and Pedagogy: A Study of Tuba
Literature and its Practical Application to Technique

2023-2024 UG Add Course
Last Activity: Mar 6, 2023 5:00 PM by Jake Haramule

You can monitor the progress of your proposal in your dashboard. You can view details of the workflow by opening the proposal and selecting the status button in the Proposal Toolbox. 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 steps have been completed.

You may also open your proposal and check the Workflow Status using the icon tab on the right side of the Curriculog 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 Curriculog™ lists your previous department chair in the next step, that needs to be corrected. Contact curriculum_help@utk.edu to update to the correct approver.

3.3.2.   Revise Course

START A REVISE COURSE PROPOSAL

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

+ New Proposal

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

All Processes	Courses	Programs	Others

Sort by:
Process Title ▼
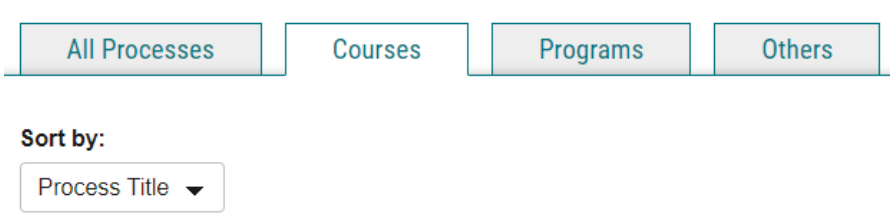
Select the approval process that you wish to use from the undergraduate or graduate selections (e.g., 2024-2025 UG Revise Course).

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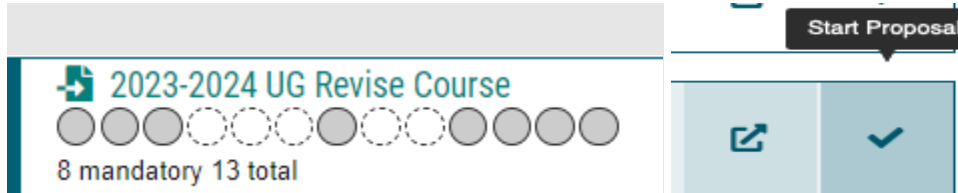
Start Proposal

2023-2024 UG Revise Course
○○○○○○○○○○○○○
8 mandatory 13 total

IMPORT COURSE INFORMATION

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

You can search for courses using the abbreviation (prefix) or name. Once you initiate the search, a course list will appear. Make sure the 'Exclude previously imported items' box is unchecked.

2023-2024 UG Revise Course   ✕

Search Curriculum Inventory

Prefix   **Code**

MATH

Name

Source

WORKING 2023-2024 Undergraduate Catalog   ▾

Exclude previously imported results ☐

Search

Select the course you want to modify by clicking the document icon with the right-facing arrow on it (on the right side of the screen).

Show: 20 result   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 some fields.

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.

Only select the WORKING copy of the Acalog catalog (Graduate or Undergraduate). DO NOT select from the Curriculog options and DO NOT select multiple Acalog 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.

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*

B I U x₂ xⁿ Iₓ ⅛ ⅛ ⅛ ⅛ ,, ABC

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 indicate whether you have consulted with impacted programs and/or departments.

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 be sure to Custom Route the proposal to the appropriate college(s)/unit(s) after launching the proposal. See Special Considerations → Custom Routes.

COMPLETE REQUIRED FIELDS

All required fields are indicated with an asterisk.

Take a moment to proof the imported data fields on the left side of the screen for accuracy.

College

College of Arts and Sciences ×

Department (Acalog Hierarchy)*

Mathematics ×

Subject/Prefix (choose from list)*	Course Number/Code (max 4 characters: 3 numerals and optional 1 letter: N, R, S)*
MATH ×	113

Catalog Name (max 100 characters)*

Mathematical Reasoning

Course title to be displayed in the Catalog.

Transcript Name (max 30 characters)

Mathematical Reasoning

IMPORTANT! 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 as edits (revisions to the course).

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

[Save All Changes]
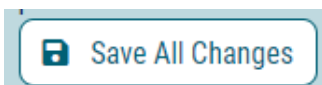
UPLOAD A SYLLABUS (If Desired)

To upload a syllabus, select the Files icon tab located in the proposal toolbox seen on right side of the Curriculog 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.
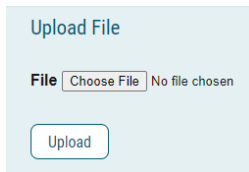
LAUNCH THE PROPOSAL

Before changing any of the required fields you need to launch the proposal (but not yet approve). This will allow edits to your fields to be tracked and visible to others.

To launch the proposal, select the Validate and Launch Proposal spaceship icon at the top of the proposal window or next to the floating Save button.
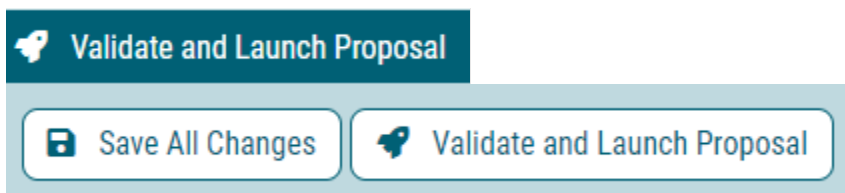
Once you launch the proposal, you will see a confusing message.
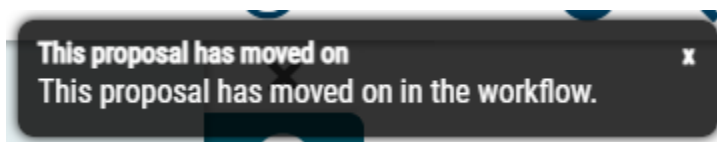
Your proposal has not, in fact, moved on in the workflow (a better interpretation of this message is perhaps "This proposal has moved into the workflow"). That will not happen until you complete the approval step below "Approve the Proposal". Proceed now to complete additional fields and make any edits/revisions.

COMPLETE ADDITIONAL FIELDS

Fill in any remaining fields that are applicable to your proposal. At this point, if needed, you can also make changes to original imported field content (i.e., changing the description of the course or the name of the course) as these changes will be tracked and shown as revisions for others to see.

Make sure you save often using the floating Save button.
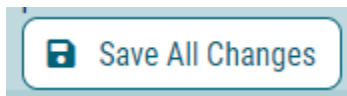
After you have made all of the necessary revisions/edits for the revise course proposal, you can move on to the final step below to approve the proposal so that it can indeed move on in the workflow past the originator step.

APPROVE THE PROPOSAL

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 radio button. Then click Make My Decision. You may choose to add a comment. Remember that comments are a permanent record in Curriculog and cannot be deleted once captured by the system. Place comments with careful consideration.

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.

MUIN - 123 - Tuba Performance and Pedagogy: A Study of Tuba Literature and its Practical Application to Technique

2023-2024 UG Add Course

Last Activity: Mar 6, 2023 5:00 PM by Jake Haramule

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

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

Workflow Status

Originator   Approved

Participants

    Jake Haramule | 3/6/2023 5:00 PM

    Step Details

Administrative Initial Review   Working
(Registrar's Office)

Participants

    Brian Coldren

    Jake Haramule

    Molly Sullivan

    Step Details

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 tell you which specific steps have been completed.

IMPORTANT NOTE: Check to make sure that the people listed as approvers in the next workflow step are in fact the people you know to be in those roles. For example, if your department chair has changed but Curriculog™ lists your previous department chair in the next step, that needs to be corrected. Contact curriculum_help@utk.edu to notify admins to the correct approver.

3.3.3.　　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.
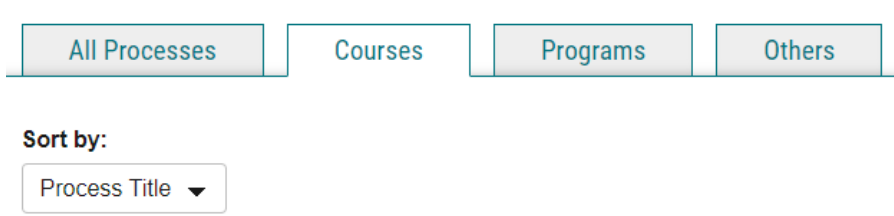
Select the approval process that you wish to use from the undergraduate or graduate selections (e.g., 2024-2025 UG Add Course).

IMPORT COURSE INFORMATION

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

You can search for courses using the abbreviation (Prefix) or Name as well. Once you initiate the search, your course list will appear. Make sure the 'Exclude previously imported items' box is unchecked.

2023-2024 UG Revise Course ✕

Search Curriculum Inventory

Prefix
MATH

Code

Name

Source
WORKING 2023-2024 Undergraduate Catalog ▾

Exclude previously imported results ☐

Search

Select the one you want to modify by clicking the document icon with the right-facing arrow on it.

Show: 20 result 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 some fields.

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.

This will open a dialog to create the report.

Only select the WORKING copy of the Acalog catalog (Graduate or Undergraduate). DO NOT select from the Curriculog options and DO NOT select multiple Acalog catalogs.

Click on "Generate Report".

Your report will appear.

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*

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 indicate whether you have consulted with impacted programs and/or departments.

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 be sure to Custom Route the proposal to the appropriate college(s)/unit(s) after launching the proposal but before approving it. See Special Considerations → Custom Routes.

COMPLETE REQUIRED FIELDS

All required fields are indicated with an asterisk.

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. You must save before you launch in the next step.

Before changing any of the required fields you 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 spaceship icon at the top of the proposal window or next to the floating Save button.

Once you launch the proposal, you will see a confusing message
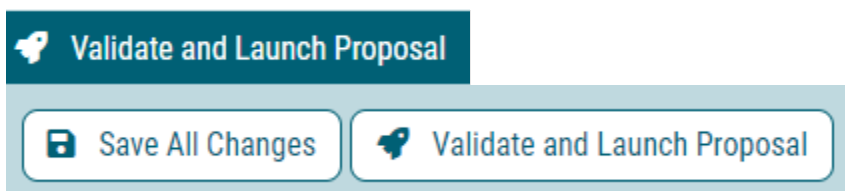
This proposal has moved on   x
This proposal has moved on in the workflow.
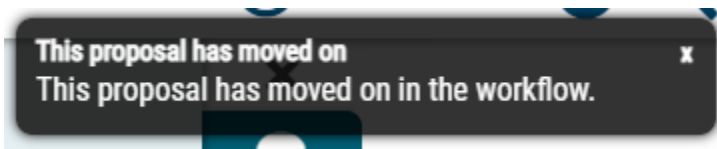
Your proposal has not, in fact, moved on in the workflow. That will not happen until you approve your own proposal.

Once launched, you can make changes to existing data (like the course description that was imported from the catalog).

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

Save All Changes

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.

Decisions

Select the Approve radio button then click Make My Decision.

Your Decision

What would you like to do with this proposal?

○ Approve
○ 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.

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 tell you 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 Curriculog™ lists your previous department chair in the next step that needs to be fixed. Contact curriculum_help@utk.edu to update to the correct approver.

LAUNCH AND APPROVE

Before changing any of the required fields you 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 spaceship icon at the top of the proposal window or next to the floating Save button.

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

This proposal has moved on   x
This proposal has moved on in the workflow.

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

IMPORTANT! Remember, if the impact report for this proposal indicates an impact to other college(s)/unit(s), please be sure to Custom Route the proposal to the appropriate college(s)/unit(s) after launching the proposal but before approving it. See Special Considerations → Custom Routes.

IMPORTANT! 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 radio button then click Make My Decision. If you wish you may first add a comment that will be seen by the next approver in the workflow. Remember that comments are a permanent input/record in Curriculog 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 (and is accurate) and you can see that the Status of the proposal now has a green thumbs-up in the first step.

MUIN - 123 - Tuba Performance and Pedagogy: A Study of Tuba
Literature and its Practical Application to Technique
2023-2024 UG Add Course
Last Activity: Mar 6, 2023 5:00 PM by Jake Haramule

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

Workflow Status

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

Workflow Status

Originator   Approved

Participants
        Jake Haramule | 3/6/2023 5:00 PM

[Step Details]

Administrative Initial Review   Working
(Registrar's Office)

Participants
        Brian Coldren
        Jake Haramule
        Molly Sullivan

[Step Details]

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 tell you which specific steps have been completed.

Administrative Initial Review (Registrar's Office):
Current

MUIN   tudy of Tuba
Litera   ue
2023-2024 UG Add Course
Last Activity: Mar 6, 2023 5:00 PM by Jake Haramule

IMPORTANT NOTE: Check to make sure that the people listed as approvers in the next workflow step are in fact the people you know to be in those roles. For example, if your department chair has changed but Curriculog™ lists your previous department chair in the next step, that needs to be corrected. Contact curriculum_help@utk.edu to update to the correct approver.

3.4. Program Forms

3.4.1. Introduction

New majors or degrees require THEC approval after university-level review. That approval requires a separate application. Please work with the the appropriate Vice Provost (UG – Vice Provost for Faculty Affairs; Grad – Vice Provost and Dean of the Graduate School) to prepare the paperwork for THEC. 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.

Note for program proposals originating from the College of Arts and Sciences: Depending on the type of program proposal, it will often be necessary to submit two program proposals through Curriculog – 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## GR End Program
- 20## GR Revise Program
- 20## UG Add Program
- 20## UG End Program
- 20## UG Revise Program

Start the proposal by clicking the check mark on the right of the proposal title.
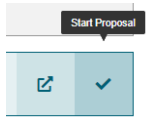
Press the Import button seen on the upper left side of the Curriculog program form.

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 Acalog.

Import Data Into Your Proposal

Select an external system from which you would like to import curriculum data.
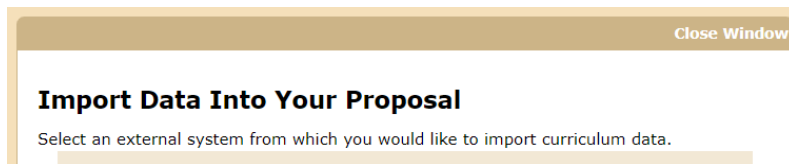
For the next step below, follow number 1 for **Undergraduate** or 2 for **Graduate**. You will then choose whether to build your program by selecting either option a) importing a similar program or option b) importing a basic shell program created by the Curriculum and Catalog Management team (CCM).

1) **Undergraduate** – (choose option a or option b depending on your preference and/or requirements)

   a) Import a similar program and make edits before launching the program

   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

 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 <u>CCM</u>, 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 ✗

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 mostly 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	☑
» General Catalog Information: Department	English	☑
» General Catalog Information: Catalog Name (max 100 characters)	English Major, BA – Technical Communication Concentration (uTrack Requirements)	☑
» General Catalog Information: Transcript Name (max 30 characters)	[no data]	☐
» General Catalog Information: Degree Type	Bachelor of Arts	☑
» General Catalog Information: Program Type	Concentration	☑
» General Catalog Information: Description	[no data]	☐
» General Catalog Information: Requirements	Program has 27 cores and 18 courses.	☑

[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 need to **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".
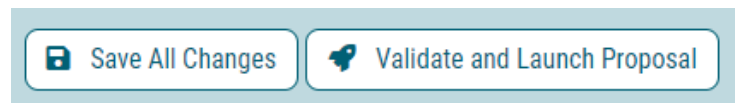
Use the SAVE button to save your changes at any time.

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, but instead rely on your best judgment and list all colleges/units that will be impacted by this program proposal. A rule of thumb is to list all colleges/units that "own" courses that you plan to use in your program. If there are other impacted colleges/units, be sure to custom route the proposal to all affected colleges/units after launching but before approving the proposal. See Special Considerations → Custom Routes.

ADD COURSES IF NEEDED

Before courses can appear in your program description, they need to be added to the course list. If you are not including new courses in your program 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*
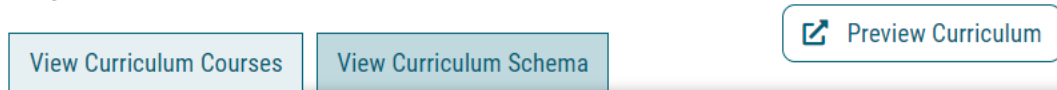
| View Curriculum Courses | View Curriculum Schema |

↗ Preview Curriculum

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

1. To import a course that is an existing course, click the Import Course button at the bottom of the course window.

Add Course   Import Course   ⬅

You will be asked to find courses from the list provided in Acalog™. Click the catalog name and the following dialog will appear:

Import Data Into Your Proposal

Select an external system from which you would like to import curriculum data.

Acalog: 2023-2024 Undergraduate Catalog - WORKING COPY   ⬅

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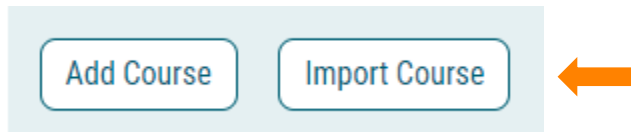
It is easiest if you filter by the course prefix. Make sure the 'Exclude previously imported items' box is unchecked.

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:

Name X   Code X   Prefix X

☐ Exclude previously imported items

[Search Available Curriculum]   [Select Another External System]   [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 you want to add to your program is not yet in Acalog™ (for example, it might be a new course you are proposing at the same time that you are creating your program), select 'Add Course' at the bottom of the course window.
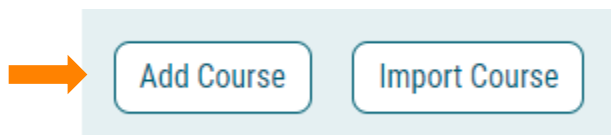
[Add Course]   [Import Course]

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

Add the course details below:

Prefix:

ENGL

Code:

234

Name:

Fake English Course

[Add Course] [Cancel]

With all the courses you need for your program in place, you can now proceed to create the program.

PROGRAM CORE(S)

The information that is displayed in the catalog is formatted in text blocks called cores.

You access these cores by selecting the 'View Curriculum Schema' tab in the Requirements section.

Requirements*

| View Curriculum Courses | View Curriculum Schema | | Preview Curriculum |

College Requirements

Prerequisites

English Major

Select one course from each area:

Pre-1600 Literature

1660-1900 Literature

Post-1900 Literature

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. Custom text is anything other than a specific course (i.e., Term, Credit Hours, Milestones, etc.) Note that any custom text you add with the 'Add Custom Text' button will appear after your courses.
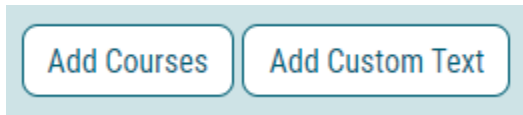
If you need to add a core to your program, use the Add Core button at the very bottom of the 'Curriculum Schema' page. You will never need to import a core, so don't access that feature.

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.

Once you save changes your new core will appear in the list at the bottom with its new name. Move your new core to the correct place in the curriculum by grabbing the positioning icon to the left of the core name and dragging it up.

Note that all credit hour summaries within uTrack showcases are in a separate core after the term core.
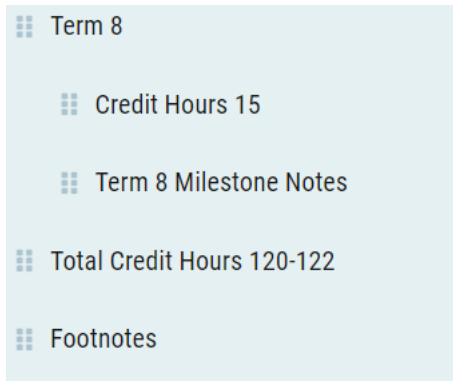
Term 8

    Credit Hours 15

    Term 8 Milestone Notes

Total Credit Hours 120-122

Footnotes

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

Prospective Curriculum:*

View Curriculum Courses | View Curriculum Schema   ☐ Preview Curriculum
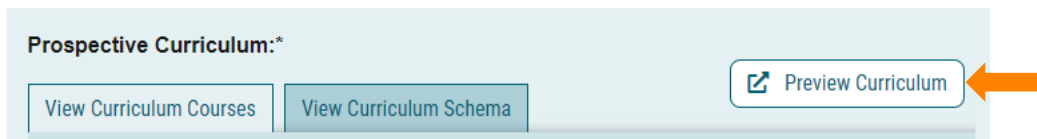
A new window will open to show you how the program will display in Acalog™.

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.

✓
Decisions

Select the Approve radio button then click 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.

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 Curriculog™ lists your previous department chair in the next step that needs to be fixed. Contact curriculum_help@utk.edu to update to the correct approver.

3.4.3.   Revise Program

CREATING A REVISE 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 Revise Program options):

- 20## GR Add Program
- 20## GR End Program
- 20## GR Revise Program
- 20## UG Add Program
- 20## UG End Program
- 20## UG Revise Program

Start the proposal by clicking the check mark on the right of the proposal title.
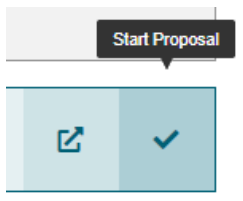
You will be required next to import the program for revision into the form.

Search for the degree program you want to modify by entering the full or partial program name into the 'Name' field. Make sure the 'Exclude previously imported items' box is unchecked. If you struggle to find the exact match, we recommend shortening the Name for the purpose of the search to just one word (i.e., English or Accounting). This will reveal a list of matching options that you can select from.

2024-2025 UG Revise Program TEST ✕

Search Curriculum Inventory

Program Type

◉ Program

Name

Enter Program Name

Source

2024-2025 Undergraduate TEST Catalog ▾

Exclude previously imported results ☐

Search

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

Show: 20 results

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]

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.

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, but instead rely on your best judgment and list all colleges/units that will be impacted by this program proposal. A rule of thumb is to list all colleges/units that "own" courses that you plan to use in your program. If there are other impacted colleges/units, be sure to custom route the proposal to all affected colleges/units after launching but before approving the proposal. See Special Considerations → Custom Routes.

ADD COURSES IF NEEDED

Before courses can appear in your program description, they need to be added to the course list. If you are not including new courses in your program 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.

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

1. **To import a course that is an existing course**, click the Import Course button at the bottom of the course window.

You will be asked to find courses from the list provided in Acalog™. Click the catalog name 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.

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 you want to add to your program is not yet in Acalog™ (for example, it might be a new course you are proposing at the time you are creating your program), select 'Add Course' at the bottom of the course window.

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

Add the course details below:

Prefix:

ENGL

Code:

234

Name:

Fake English Course

Add Course   Cancel
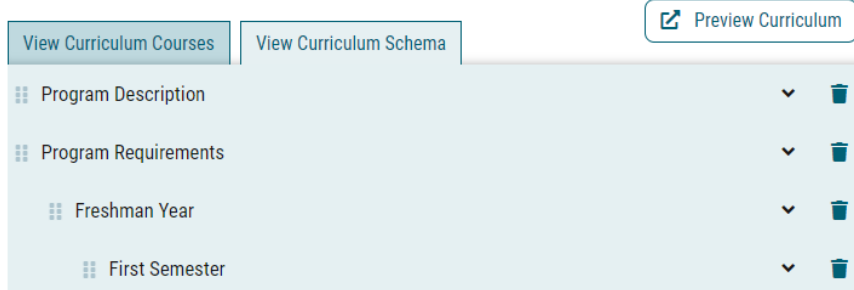
With all the courses you need for your program in place, you can now continue to revise the program within the cores. Continue to the Program Cores step below.

PROGRAM CORES

The information that is displayed in the catalog is formatted in text blocks called Cores. You access these Cores by selecting the View Curriculum Schema tab in the Requirements section.
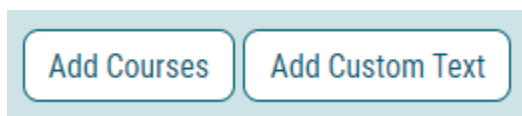
Prospective Curriculum:*

View Curriculum Courses | View Curriculum Schema | Preview Curriculum

- Program Description ⌄ 🗑
- Program Requirements ⌄ 🗑
  - Freshman Year ⌄ 🗑
    - First Semester ⌄ 🗑

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, or add courses from your list, or add new custom text by selecting the buttons at the bottom of the core window. Custom text is anything other than a specific course (i.e., Major Requirement, Elective, Natural Science Vol Core Requirement, etc.).
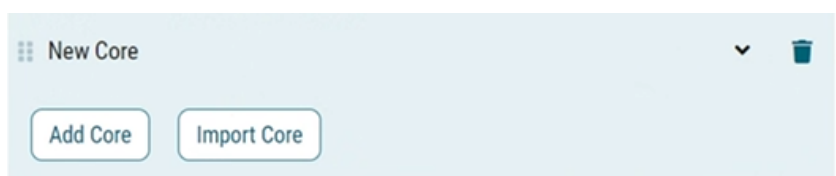
Add Courses | Add Custom Text

If you need to add a core to your program, use the Add Core button at the very bottom of the Curriculum Schema page. You will never need to import a core, so don't access that feature.

Add Core | Import Core

After you select Add Core, a new core block will appear at the bottom of your cores named New Core.

New Core ⌄ 🗑

Add Core | Import Core

Click that core button to open the editing dialog. Rename the Title of the core and add courses from your list.

Once you save changes your new core will appear in the list at the bottom with its new name. Move your new core to the correct place in the curriculum by grabbing the positioning icon to the left of the core name and dragging it up.

Note that all semester credit hour summaries are in a separate core after the semester core.

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

A new window will open to show you how the program will display in Acalog™.

Note that any custom text you add with the Add Custom Text button will appear after your courses.

Courses

::   ENGL - 233 - Major Black Writers   🗑

::   ENGL - 234 - TEST ENGLISH COURSE   🗑

Add Courses   Add Custom Text

Add custom text

Name (required, will not display on the gateway)

Asterisk

Position

Right   ▼

B *I* U x₂ x² *Ix* ⠿ ⠿ ⠿ ⠿ ,, ✝ ⠿

Normal   · ⠿ ⠿ ⠿ ⠿ ⠿ ⠿ 📷 ⊞ ⠿   ⌐

*

Credits

Add Text   Cancel

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.

✓
Decisions

Select the Approve radio button then click 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.

English Major, BA – Creative Writing Concentration
2024-2025 UG Revise Program TEST

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.

Originator: Approved

...jor, BA – Creative Writing Concentration
4-2025 UG Revise Program TEST
Last   JH   : May 15, 2023 2:22 PM by Jonathan Hughes

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 Curriculog™ lists your previous department chair in the next step that needs to be fixed. Contact curriculum_help@utk.edu to update to the correct approver.

3.4.4. Change Program Name

The purpose of using this form (rather than the Revise Program Form) is to call attention to the name change for Banner updating and THEC reporting purposes. This program form is technically dropping the old program and adding a new one with a different name, however, in Curriculog it is treated as a type of revise program. Likewise, the steps to complete this form are similar to the Revise Program Form, mentioned above, with the exception that the name of the program must be changed in this form.

3.4.5. End Program
CREATING AN END PROGRAM PROPOSAL

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

+ New Proposal

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

All Processes	Courses	Programs	Others

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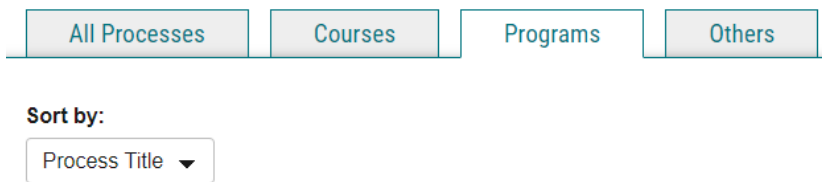
Select the type of program proposal that you wish to create from the undergraduate and graduate selections (you will want to select one of the End Program options):

- 20## GR Add Program
- 20## GR End Program
- 20## GR Revise Program
- 20## UG Add Program
- 20## UG End Program
- 20## UG Revise Program

Start the proposal by clicking the check mark on the right of the proposal title.
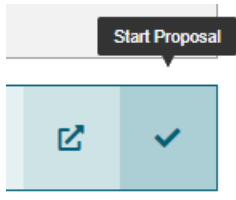
You will be required next to import the program for revision into the form.

IMPORT PROGRAM INFORMATION

Search by name for the program you want to end and select it from the list. Make sure the 'Exclude previously imported items' box is unchecked. If you struggle to find the exact match, we recommend shortening the Name for the purpose of the search to just one word (i.e., English or Accounting). This will reveal a list of matching options that you can select from.

Click on Preview and Build at the right side.

Click Build Proposal to start working on the proposal.

2023-24 Catalog UG Delete Major/Minor/Certificate

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.

Build Proposal   **Return to Search**

Pre-existing data will populate some fields.

COMPLETE REQUIRED FIELDS AND LAUNCH

All required fields are indicated with an asterisk.

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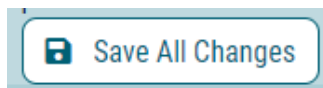
Once your required fields are complete you can launch the proposal.
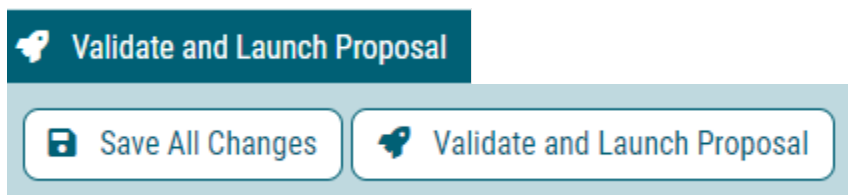
Launch Proposal

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.

Launch Proposal   **Cancel**

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, but instead rely on your best judgment and list all colleges/units that will be impacted by this program proposal. A rule of thumb is to list all colleges/units that "own" courses that you used in your program. If there are other impacted colleges/units, be sure to custom route the proposal to all affected colleges/units after launching but before approving the proposal. See Special Considerations → Custom Routes.

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.

Select the Approve radio button then click 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.

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 tell you 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 Curriculog™ lists your previous department chair in the next step that needs to be fixed. Contact curriculum_help@utk.edu to update to the correct approver.

3.5. Other Forms

Note about Other forms (seen as "Others" in Curriculog):

This section is under development during the first year of implementation and is therefore not covered thoroughly in this guide.

Numerous edits and changes are anticipated to Other forms during the 2023-2024 academic year to accommodate first-year implementation feedback and experiences.

Other forms in Curriculog do not integrate with Acalog but are useful and necessary for functions that cannot be automatically handled by course and program approval process forms. The list below shows some of the forms that might appear in the Others tab of the Dashboard. The headings below at this time may not include information or a description. Please login to Curriculog to see the current Other forms and follow the instructions and help text within the forms. For assistance, please contact curriculum_help@utk.edu.

Any Other forms visible in Curriculog are approved for use.

3.5.1.   Blanket Substitution Form

INTRODUCTION

The Blanket Substitution form is used to request changes and corrections for UG programs and courses.

This form is currently not available in Curriculog. Please visit Forms | Office of the University Registrar (utk.edu) to find the form and follow the instructions within the form.

STARTING A REQUEST

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

+ New Proposal

Select the Others tab to limit availability to proposals that are not for courses or programs.
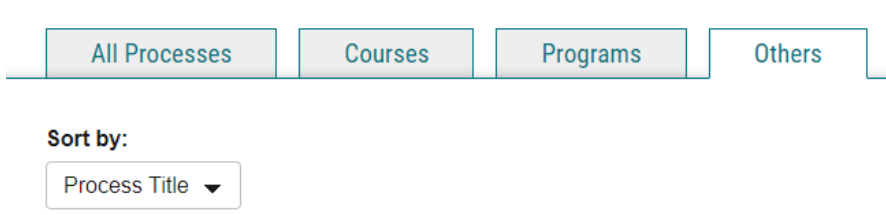
All Processes	Courses	Programs	Others

Sort by:

Process Title ▼

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

Start Proposal

Blanket Substitution Form
◯◯◯⚪◯
3 mandatory 4 total
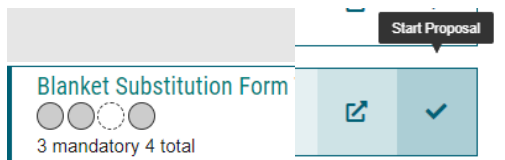
COMPLETE REQUIRED FIELDS

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.

🖫 Save All Changes
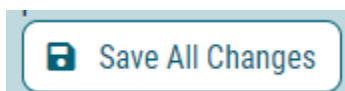
NOTE: You must choose the correct Department and Program to ensure that the proposal routes correctly.

LAUNCH THE PROPOSAL

After filling out the required fields you 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.
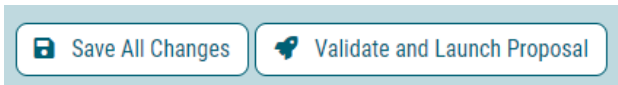
COMPLETE ADDITIONAL FIELDS

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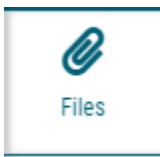
Select Choose File then click the Upload button.
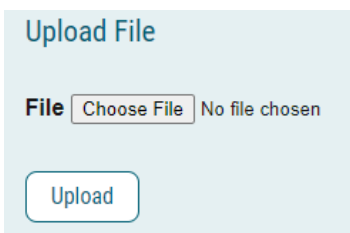
You can track edits to any of the choices. In the Proposal Toolbox on the right change User Tracking to 'Show current with markup.' Edits will be shown in red text. You can turn this off by returning to 'Show current.'
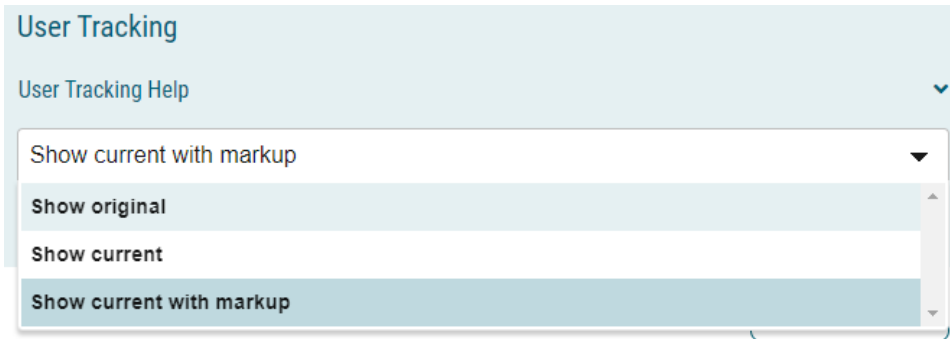
User Tracking

User Tracking Help

Show current with markup ▼

Show original
Show current
Show current with markup

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.

✓
Decisions

Select the Approve radio 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

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 Curriculog™ lists your previous department chair in the next step that needs to be fixed. Contact curriculum_help@utk.edu to update to the correct approver.

3.5.2. Content and Text Change (Non-Programs)

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

3.5.3. Courses Not Taught in 4 Years

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

3.5.4. New Academic Unit or Move Academic Unit

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

3.5.5. New Prefix/Subject Code

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

3.5.6. Update Approval Tree(s)

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

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

- Custom approvers must have a role in Curriculog™ (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 Curriculog™ system, contact a Curriculog™ admin at curriculum_help@utk.edu.
- Each new approver will be required to approve before the proposal can move to the next designated step. Keep the number of custom approvers to a minimum to simplify your route.
- The result of the impact report will help determine the custom routes that are needed to take.
- If you as an originator of the proposal feel more comfortable to have an administrator setup the required custom route (i.e., high impact items), then complete the impact report field as required and add a comment to the proposal when approving it. The comment should clearly indicate that you request the

custom route be setup at Initial Admin Review by a Curriculog Administrator. Note that administrators will setup a custom route when there is a high impact to another college even if you do not set it up or do not request an admin to set it up.

The purpose of a Custom Route is to ensure that every course or program in the impact report is addressed with a corresponding proposal, AND that new proposals are originated by each area to address these changes. For example, in the following impact report, the College of Music would need to originate a proposal to edit the corequisite for MUSC 405 and a proposal to remove the course from the music major and minor affected. The College of Arts and Sciences (informed via the custom route) would need to originate a proposal to revise the affected minor.

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

INITIATING A CUSTOM ROUTE

The last step to move any proposal forward is to approve under the Decisions section.

✔
Decisions

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:

Custom Route

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 to acknowledge they have received the information. We recommend selecting the Associate Dean (AD) of each impacted area as a participant. ADs can be found under the "College Level Review" hierarchy item for each academic unit. You may add other participants if required, but 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 Curriculog window and click the person's name. That will show you 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 Curriculog. Send a request to a Curriculog™ admin to have them added by contacting curriculum_help@utk.edu.

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

Step Name:

New Descriptive 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**

ᐱ   **Hierarchy**

  ⌄   🏛 University of Tennessee, Knoxville

[Add Role(s)]   [Cancel]

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 college.

Who is involved on this step?

⌄   🏛 College of Education, Health, and Human Sciences

⌄   🏛 College of Law

ᐱ   🏛 College of Music

  ⌄   👥 College of Music Graduate Review
        GR College Level Review

  ᐱ   👥 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 Curriculog™ admin to have them added by contacting 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?

Every user (login not required) ▼

You will decide whether participants can edit your proposal or make comments. DO NOT select to require a signature (currently Curriculog™ is not set up to manage user signatures). You can also manage how comments are viewed during this custom step.

CONTROLLING DECISIONS

Select the Decisions section to open a dialog to make certain selections for your new participants. Most custom routes will use the default selections.

Decisions

What type of decision is this?
◉ Require 100% participation and unanimous approval.

○ Require 100% participation and [   ] % for approval.

○ Require [   ] % participation and majority approval.

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**]

When selecting more than one participant to a custom route, it is important to set the decision rule to 100% so that no one participant is left out of making a decision. Remember as noted above, be cautious that adding more than one participant to a custom route may slow down the approval process. Another option to consider if the custom route needs to go to multiple colleges is to custom route to one participant at a time, and allow the proposal to come back to the originator step ("Proposal should come back to this step"). This will then allow you the originator to setup another custom route,

this time to the next impacted college. Once you have custom routed to the final impacted group, you can consider setting "Proposal should advance to the next step."

If only one participant is set in the custom route, it is recommended to select and set "Require 1% of participation and majority approval."

Please contact a Curriculog administrator if you require additional explanation on custom routing.

SETTING DEADLINES

Select the Deadlines/Reminders section to open a dialog to set deadlines for your new participants. 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 [7] 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 [1] days(s).

Send after [ ] days(s).

REQUESTING THE CUSTOM ROUTE

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

My Pending Custom Route

⬤ Custom Route   Incomplete

Participants
⬤ ███████████

[Step Details]

The custom route request will go to a Curriculog™ admin for approval. Once approved, your proposal will proceed to your custom route.

PARTICIPANT/APPROVER

The purpose of including you as a participant is to inform your college/academic unit of potential impacts so that your college/academic unit may originate proposals as needed. If you have been included in a custom route, you should take note of the impact on your area and approve the custom route to acknowledge your receipt and review of the custom route.

3.6.2.   Vol Core

Use the UG Vol Core form to submit proposals for new and existing courses to apply for Vol Core designations. Detailed instructions are included at the top of the form within Curriculog. It is strongly recommended to read the instructions before filling out the fields and the help text below each field as you complete the form.

Important Notes:
1. Remember to attach the applicable Vol Core form(s) required by Vol Core Sub-Committees and the Vol Core Committee for review. See the link below to learn more about the Vol Core submission process. The Vol Core proposal may be rejected back to the originator if it is submitted without the applicable attachments.
2. The Vol Core form is only for new or existing courses seeking Vol Core designations. No other changes can be proposed through the Vol Core form. All other fields in the form are informational only and will not alter the course content in any way. Therefore it is important to note, for new courses seeking Vol Core designation, be sure to submit an Add Course proposal in addition to the Vol Core form. For existing courses seeking Vol Core designation AND seeking to revise other details of the course, be sure to submit a Revise Course form in addition to the Vol Core form. The Vol Core form will be for the Vol Core components, and the Revise Course form will be for all other proposed changes.

Volunteer Core | Undergraduate Council (utk.edu)

3.6.3. 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 Curriculog) 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 them.

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 Curriculog dashboard.

CURRICULOG   Proposals   **Agendas**   Accounts   Reports
CURRICULUM MANAGEMENT

| My Agendas | All Agendas | My Archived Agendas | Archived Agendas |
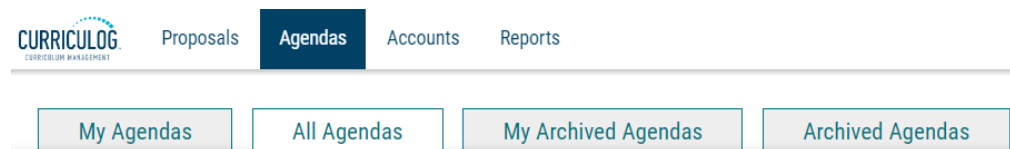
Select New Agenda

+ New Agenda

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:

B I U x₂ x² Iₓ ⁞ ⁞ ⁞ ⁞ ,, ABC

Format ▾ ≡ ≡ ≡ ≡ ⊕ ⊕ ▌
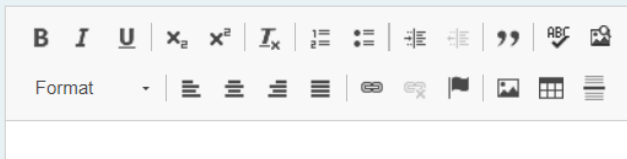
As you scroll further down, you will notice that the agenda status shows as Unpublished.

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.

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

The proposals will then show ready for approval or rejection. This will be where later, you, the Agenda Administrator will click on Accept (thumb up) or Reject (thumb down) the proposals based on the outcome of the committee meeting.
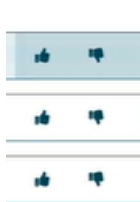
When you are ready to let the committee view the agenda for the upcoming meeting, you will publish the agenda by clicking on Publish Agenda near the upper left side of the proposal.

Publish Agenda

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.

Unpublish Agenda

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 a decision on the proposals, 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 respective selection.
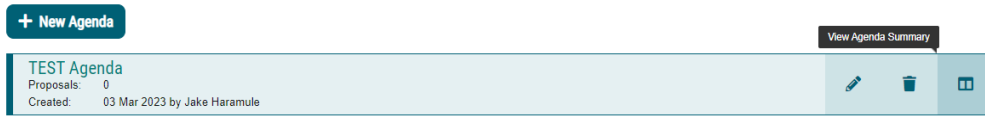
Lastly a note about each tab on the Agendas module.
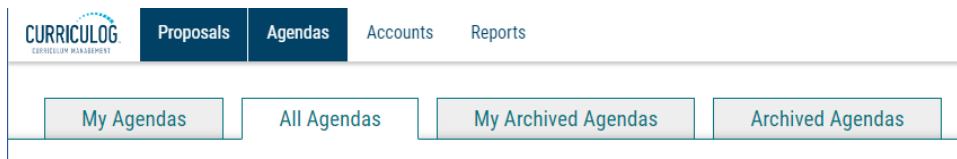
The My Agendas tab will list agendas that you have created and are still in progress or are completed but not yet marked as archived.
1. The All Agendas tab lists agendas by all users that are still in progress or are completed but not yet marked as archived.
2. The My Archived Agendas tab lists all agendas that you have created that are completed and marked as archived.
3. And finally, the Archived Agendas tab lists all agendas by all users that are completed and marked as archived.

3.6.4.   Crosslisting

All crosslisting information, instructions, and fields, are listed in the approval process forms within curriculog.

Note: Administrators have deactivated the crosslisting tab seen on the right side of the proposal screen. There is no need to click on it for completing crosslisting requests as it has no functionality.
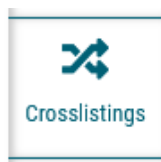
3.6.5.　　Shared Cores

Shared Cores in Acalog and Curriculog function similarly to programs and exist in both applications alongside program features. To prove the point, in Acalog, shared cores exist in the 'Manage Programs' area (left lower image) and in Curriculog 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.

Acalog   Curriculog
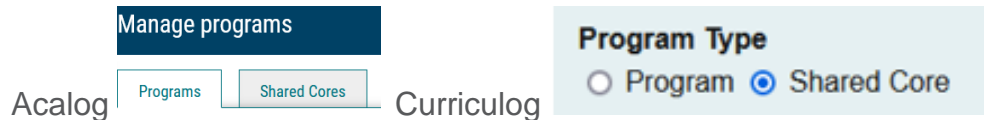
To revise a shared core (this would be a rare request and would be done in consultation with administrators to verify if there is an alternate method), access the corresponding program form (i.e., revise program) and when prompted select the radio button called Shared Core. Search for the shared core. Click on the 'Preview and Build' icon as seen in the screenshot below.
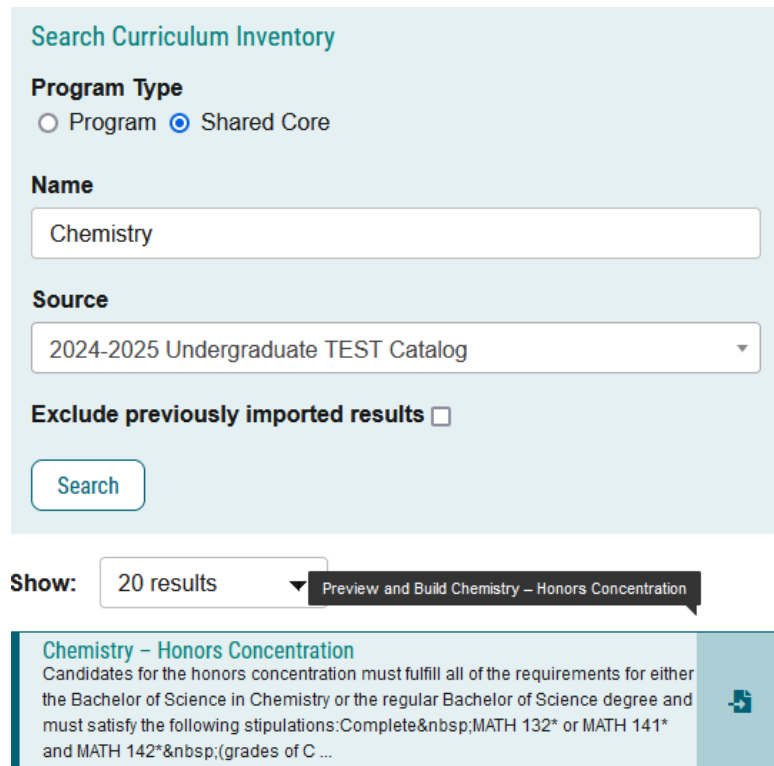
Proceed to build the proposal by clicking on Build Proposal.

Build Proposal | Return to Search

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

Note: Within regular program proposals where shared cores appear, there is no option to edit the shared core. The option is limited to keep or delete the shared core. Please refer to the corresponding program form help section in this document if you need further guidance.

3.6.6. View Hierarchy by College/Unit

In the dashboard, click on Reports.

☰

Proposals

Agendas

Accounts
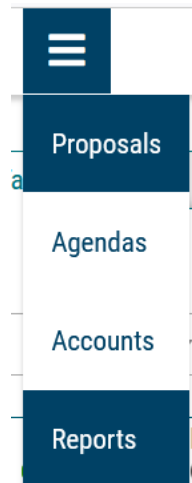
Reports

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.

3.6.7.　　Request Changes to Hierarchy and/or Originator

To make changes to the hierarchy within a college/unit, submit the information to Curriculog administrators by completing the 'Update Approval Tree(s)' form.

Click on the button 'New Proposal'.
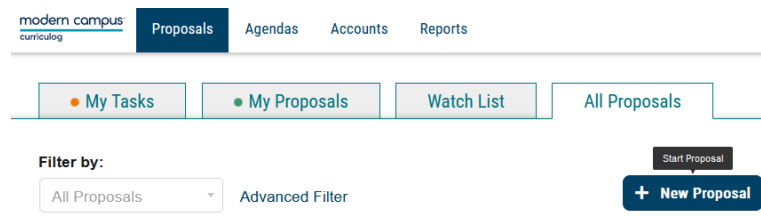
Then click on the button 'Others'.

All Processes	Courses	Programs	Others

Scroll down the page and click on 'Update Approval Tree(s).

Update Approval Tree(s)

1 mandatory 3 total

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.

4. Other Items

4.1. Undergraduate and Graduate Curricular Approval Calendar

4.1.1.   UG Deadlines

- **Rolling Deadlines:** The Curriculog software allows proposals for the undergraduate catalog to be submitted as needed. All active proposals can be viewed by all users. Only proposals that have reached the UG Curriculum Committee step four weeks prior to the meeting will be added to the agenda. Agendas will be visible to all faculty once they are published in Curriculog. Be advised that proposals for Volunteer Core (General Education) or 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 23-24

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						9/5/23	9/11/23	9/18/23
1		9/6/23	9/6/23	8/15/23	9/12/23	9/26/23	10/2/23	10/16/23
2		10/18/23	10/18/23	9/19/23	10/17/23	10/31/23	11/6/23	11/20/23
3		11/15/23	11/15/23	10/17/23	11/14/23	11/28/23	1/29/24	2/12/24
4*		1/31/24	1/31/24	1/09/24	2/6/24	2/20/24	2/26/24	3/4/24
5		2/28/24	2/28/24	2/6/24	3/5/24	3/19/24	3/25/24	4/8/24
6		4/3/24	4/3/24	3/12/24	4/9/24	4/23/24	4/22/24	5/6/24

*Cycle 4 is the last time to get anything through committees to make it into the 2024-2025 academic catalog.

4.1.3. Graduate Council Meeting Schedule AY 23-24

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	-----	-----	-----	9/7/23	9/11/23	9/18/23
1	09/21/23	8/15/23	9/14/23	9/28/23	10/2/23	10/16/23
2	10/26/23	9/19/23	10/19/23	11/02/23	11/6/23	11/20/23
3	-----	10/7/23	11/16/23	11/30/23	1/29/24	2/12/24
4*	1/25/24	1/9/24	2/8/24**	2/22/24	2/26/24	3/4/24
5	2/29/24	2/6/24	3/7/24	3/21/24	3/25/24	4/8/24
6	4/04/24	3/12/24	4/11/24	4/25/24	4/22/24	5/6/24

Graduate Curriculum Committee and Graduate Council meetings begin at 3PM unless otherwise noted.

*Cycle 4 is the last time to get anything through committees to make it into the 2024-25 academic catalog.
**Meeting begins at 2PM.

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

4.3. Course Information Order

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

- Course Prefix
- Course Number
- Course Title
    - o Catalog title may be up to 100 characters, including spaces, and appears in the academic catalog
    - o Transcript title may be up to 30 characters, including spaces, and appears in the timetable and on transcripts
- Course Credit Hours
- Course Description
- Writing-Emphasis (used by Arts and Sciences)
- Cross-listing
- Vol Core Designation (undergraduate courses only)
- Contact Hour Distribution (required if more than one instructional mode, i.e., 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:
    - o N – Internship
    - o R – Research
    - o 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 Curriculog **no later than October 15**. See the approval process within the heading **Curricular Change Process**.

4.5.3.   Revising an EL-Designated Course

- Revisions will be submitted via the Revise Course form in Curriculog. (CWS) as outlined in the **Curricular Change Process**.
- 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 Curriculog.

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/.

4.6.2. Adding a Vol Core Course

To submit proposals please read below and see Special Considerations → Vol Core to ensure that Vol Core proposals from 2023-2024 and onward are submitted through Curriculog.

- New courses will follow the approval process outlined in the **Curricular Change Process**, which includes concurrent submission to the Curriculum Committee and to the Vol Core Committee (CWS).
- To request that an existing course be approved as satisfying a general education or 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

To submit proposals please read below and see Special Considerations → Vol Core to ensure that Vol Core proposals from 2023-2024 and onward are submitted through Curriculog.

- Submit the change to the Curriculum Committee (CWS).
- 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

To submit proposals please read below and see Special Considerations → Vol Core to ensure that Vol Core proposals from 2023-2024 and onward are submitted through Curriculog.

- 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 (CWS) 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 (i.e., 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[1]	Additional Approval Required	Deadline[7]	SACSCOC Action[5]
Changes to Academic Units				
Add academic unit (division, college or school)	YES	YES (VPS[2], 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	---
Changes to Departments				
Add department	YES	YES (CHANC[3])	Dec. 1	----
Rename/consolidate departments	YES	YES (CHANC)	Dec. 1	----
Drop academic department	----	YES (CHANC)	Dec. 1	----
Changes to Degrees				
Add new degree	YES	YES (VPS, THEC, BOARD)	Dec. 1	YES
Rename/consolidate degrees	YES	YES (VPR or GSD[4])	Dec. 1	YES
Drop degree	----	----	Dec. 1	YES
Adding/dropping joint/dual degree programs				YES
Changes to Majors				
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	----
Changes to Concentrations				
Add new concentration	YES	----	Dec. 1	----
Revise concentration requirements	----	----	Dec. 1	----
Rename/consolidate concentrations	YES	----	Dec. 1	----
Drop concentration	----	----	Dec. 1	----
Changes to Minors				
Add new minor	YES	----	Dec. 1	----
Revise minor requirements	----	----	Dec. 1	----
Rename/consolidate minors	YES	----	Dec. 1	----
Changes to Courses				
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**	----

Action	New Code Required[1]	Additional Approval Required	Deadline[7]	SACSCOC Action[5]
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[6], CHANC, VPS, THEC)		YES
Initiate dual or joint degree with other institution	---	YES (PRV, CHANC)		YES
Changes to Program Policies				
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), UTK SACSCOC Liaison to determine SACSCOC requirement for specific changes.
6   PRV = Provost
7   Implementation of Curriculog 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."

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.

5.2. Blanket Substitution Form

The Blanket Substitution form is used to request changes and corrections. 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 (Molly Sullivan)
Operations Coordinator of Curriculum and Catalog (Jacob Haramule)
Operations Specialist (Jonathan Hughes)
Graduate Catalog Editor (Catherine Cox)
Graduate Catalog Specialist (Grace Favier)

For Curriculog assistance, send an email to Curriculum and Catalog Management team: Curriculum_help@utk.edu

If the email inquiry is specific to undergraduate or graduate curriculog issues, please include this distinction in the subject line of the email by including the letters UG or GR.

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. Course Description

The description of the course content.

5.9. 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.*

5.10. Course Prefix

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

5.11. Course Number

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

5.12. 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.

5.13.   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.

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

5.14.   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.

5.15.   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.

5.16.   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.

5.17.   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.

5.18.   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 (i.e., "ABC 310" in these examples) and all EL designated versions are equivalents for repeat/replace purposes.

5.19.   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.

5.20. Impact Level of Changes (Courses)

Course fall into three categories:

5.20.1. 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**

5.20.2. 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.

5.20.3. Low-Impact

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

5.21.   Impact Level of Changes (Programs)

Program changes fall into three categories:

5.21.1.   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 (CWS).

5.21.2.   Mid-Impact

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

5.21.3.   Low-Impact

- Routine maintenance of existing programs.

5.22.   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.

5.23.   Prerequisite(s): (DE) Department Enforced

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

5.24. Prerequisite(s): (RE) Registration Enforced

Prerequisite(s) enforced by the Banner registration system.

5.25. Recommended Background

A recommendation not enforced by the Banner registration system.

5.26. 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; i.e., 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.

5.27. 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.

5.28. 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.

5.29. Variable Title

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

5.30. 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 (*).

5.31. 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.

5.32. Writing-Emphasis

A designation used by Arts and Sciences. Its use is determined by the College of Arts and Sciences.