

AY 2024-2025 Fall Implementation: New Program Form - Undergraduate Program

General Catalog Information



****Read before you begin****

Select *Program* below since UTC does not use Shared Cores in the Catalog.

Type of Program*

- Program
- Shared Core

This field is required for Acalog integration. Select Program. UTC does not use Shared Cores in Curriculog or the Acalog.

1. Help text is printed below many fields - please reference as you work through the form.
2. FILL IN all fields required marked with an *. You will not be able to launch the proposal without completing required fields.
3. Validate & Launch the proposal (above).

Department*

School of Education, English, etc.

Program Type*

Degree Type*

Title*

Proposal Type:*

- New Degree or New Major Program
- New Program Concentration
- New Certificate Program

Select which type of new program you are proposing from the list.

Instructional Delivery Mode*

- Traditional (Face-to-Face)
- Hybrid (Partially Online)
- Fully Online (No Face-to-Face)
- Dual (Traditional & Fully Online)
- Dual (Traditional & Hybrid)
- Dual (Hybrid & Fully Online)

Select which modality best describes how the program instruction will be delivered.

Description

This information will appear in the online catalog above the curriculum course requirements. Do not use this field to describe the proposal for the reviewers in the workflow.

Follow these steps to propose courses to the new program curriculum:**Step 1**

☰ There are two options for adding courses: "Add Course" and "Import Course." For courses already in the catalog, click on "Import Course" and find the courses needed. For new classes going through a Curriculog Approval Process, click on "Add Course"-- a box will open asking you for the Prefix, Course Number and Course Title.

Step 2

Click on ☰ "View Curriculum Schema." Click on the area/header of the program where you would like to add courses. When you click on "Add Courses" it will bring up the list of courses

available from Step 1. Select the courses you wish to add. For removing courses click on the **X** and proceed.

Prospective Curriculum*

Is this new program associated with approval of other curriculum proposals in the workflow?*

- Yes
 No

If yes, then please specify.

List the names of other proposal(s) associated with this proposal.

Are any new resources required to implement this new program?*

- Yes
 No

If yes, then please specify.

Do you want to recruit students to your new program using the Tennessee Transfers Pathway (TTP) program?*

- Yes, we would like to develop a TTP
 No, we are not interested in pursuing a TTP

If you answer 'Yes' to this question, please contact the Vice Provost for Curriculum and New Programs.

[Attachment List](#)



Please attach any required files by selecting Files in the Toolbox sidebar.

OPEIR supports proposers in navigating external requirements for the full approval of new academic programs, including THEC and SACSCOC communication. Contact Kelli-Baker@utc.edu for additional details.

Attached*

I have attached a Clear Path document for the new program.

Contact the Center for Academic Support and Advisement (CASA) for templates and other Clear Path resources.

Attached*

I have attached a Curriculum Map document for the new program.

Existing Curriculum Maps are available through OPEIR and may serve as a template or reference for constructing a new map.

Justification for Program Addition

Justification for Addition*

Explain why the university should offer this program. You may also attach supporting information and explanation using the Files menu in the Toolbox sidebar.

Please provide information on expected demand for this new major, certificate, or concentration.*

You may also attach supporting information and explanation using the Files menu in the Toolbox sidebar.

If this proposal is for a new concentration, please provide information for how this concentration will contribute to the overall major program.

You may also attach supporting information and explanation using the Files menu in the Toolbox sidebar.

Departmental and College Committee Vote

Votes for Departmental and College approval are required. The fields below are available for the Department Head and College Curriculum Committee Chair to record votes. Votes may also be identified in the comments when approving a proposal.

Departmental Vote (For - Against - Abstention)

Use this field to record the department vote on this proposal i.e. (5-2-1).

College Committee Vote (For - Against - Abstention)

Use this field to record the College Committee vote on this proposal i.e. (5-2-1).