

What Form Do I Need?

Choose the form(s) needed for the requested actions. Sometimes a proposal may need more than one form. Consult college curriculum chairs or the Office of the Provost prior to starting proposals to see if more than one form is needed. Examples follow.

Ex: If the department wants to add new courses to a program of study, the following forms are required:

- New Course Proposal
- Revise Curriculum: Non-Substantive **or** Substantive

Ex: If the department wants to add a new concentration to an existing program with new courses, the following forms may be required:

- New **or** Modified Course Proposals
- Establish New Concentration in an Existing Program
- Revise Curriculum: Non-substantive **or** Revise Curriculum: Substantive (in case other curricular components are affected)

This document is divided (blue shading) into categories: Course Actions, Program Actions (including THEC Proposals) and Other Actions

Course Action Forms	I want to
Establish Course	
Propose New Course	<i>Create/establish a required or elective course that will appear in future catalogs.</i>
Propose Entrepreneurial Course	<i>Create/establish a self-supporting course for summer term. Entrepreneurial courses are not listed in the catalog and may not be used as a substitution for a required course in a program of study.</i>
Propose Experimental Course	<i>Create/establish a course to assess student interest, demand, appropriateness, and viability prior to establishing a new course that may not be used as a substitution for a required course in a program of study.</i>
Revise Current Course	
Revise Course: Editorial Change (minor)	<i>Revise items that do not substantively modify the course (e.g., title, catalog description, prerequisites).</i>
Revise Course: Substantive Modification (major)	<i>Revise items that substantively modify the course (e.g., credits, topics, learning outcomes). If there are many modifications, it may be best to do a new course proposal instead of a Substantive Modification proposal.</i>
Course Availability and Publication	
Inactivate Current Course	<i>Remove a currently approved course from course scheduling or publication in the catalogs. The course remains on the ETSU course inventory; it is not deleted.</i>
Reactivate Course	<i>Return a course previously inactivated for scheduling and publication.</i>

Program Action Forms	I want to
Minor	
Establish Minor	<i>Establish a secondary area of study outside of the major program of study; the minor should have a structured curriculum composed of at least 18 credits; 9 credits must be at the 3000 level or above.</i>
Revise Academic Minor	<i>Update the program of study requirements for a minor.</i>
Degree or Certificate	
Letter of Notification (LON) for New Degree	<i>Request development of a new academic degree or certificate with 24 credits or more.</i>
New Academic Program Proposal—NAPP (Degree or Certificate – 24 credits or more)	<i>Propose a new degree/certificate and describe the proposed program of study and its implementation.</i>
Establish New Certificate (12-23 Credits)	<i>Create/design a new certificate requiring 12 to 23 credits.</i>
Change Program of Study Credits for Thesis/Dissertation	<i>Increase the credits or establish variable credit for a thesis or dissertation in order for financial aid eligibility.</i>
Concentration	
Establish New Concentration in an Existing Program	<i>Add an additional discipline concentration that is needed to offer coursework that pertains to areas of study within a degree program.</i>
Revise Currently Approved Program or Concentration	
Revise Curriculum: Non-substantive	<i>Revise when less than 18 credits for undergraduate or 9 credits for a graduate program are affected in the revision.</i>
Revise Curriculum: Substantive	<i>Revise a degree or concentration when several revisions to a program of study are proposed or the program is substantially rearranged.</i>
Revise Advisor-Approved Electives	<i>Provide an updated list of electives in the catalog to identify courses for which financial aid may be sought.</i>
Articulation Agreement	
Establish Articulation Agreement	<i>Develop a formal agreement between two ETSU degree programs to integrate requirements for both degrees for which the student receives diplomas or between ETSU and a program at another institution.</i>
Revise Articulation Agreement	<i>Revise a current articulation agreement usually when one of the degree programs is revised and the revisions affect the curriculum of the agreement.</i>
Program Policy	
Establish Program Policy	<i>Establish admissions, retention, or graduation policies related to pursuing a degree.</i>
Revise Program Policy	<i>Update an existing admissions, retention, or graduation policy.</i>
THEC Proposals	
Academic Program Consolidation	<i>Propose a consolidation of existing undergraduate or graduate programs.</i>

Academic Program Modification	<i>Modify an existing program when needing (1) to change or add a program degree designation when the change involves a significant change curriculum shift in redefining the program's purpose, and (2) to establish a freestanding academic program from an existing concentration.</i>
Inactivate or Reactivate Existing Academic Program or Concentration	<i>Evaluate the viability of a degree or concentration when a decision to terminate has not been made. In order to curtail student enrollment, the program needs to be inactivated. If not reactivated in three years, the program is automatically terminated.</i>
Terminate Academic Program or Concentration	<i>Delete from university curriculum a degree program or concentration that for various factors does not sustain an adequate enrollment number and/or graduation rate.</i>
Change Name/Title of Academic Program or Concentration	<i>Better present the content of the degree or concentration or update the name/title using current discipline terminology.</i>
Change Instructional Delivery of Program	<i>Report program delivery mode change or addition (traditional, hybrid, fully online) from the mode established when the program was first approved.</i>
Other Action Forms	I want to
Establish an Academic Unit	
Center or Institute	<i>Create an interdisciplinary center or institute to further research or service collaboration between disciplines and/or colleges.</i>
Department or Division	<i>N/A for faculty (initiated by a college dean or provost)</i>
College or School	<i>N/A for faculty (initiated by the president or provost)</i>