



The University of Tennessee Health Science Center College of Graduate Health Sciences College Policies

Document Name: Catalog Changes
Effective Date: December 1, 2005
Document Status: Approved

Purpose

This policy defines how and when UTHSC Catalog changes can occur. Because the College's curriculum is published in the catalog, the catalog must contain an accurate accounting of the courses. This policy assures the required accuracy.

Policy Details

Any changes to the curriculum of any program within the College, whether the addition/deletion of courses or modification of an existing course, must take place through the [CGHS Course Catalog Manager](#). This information is used to populate the UTHSC catalog.

All new course proposals and substantive changes to existing courses must be reviewed by the CGHS Curriculum Committee and approved by Graduate Studies Council before they can be incorporated into the UTHSC Catalog. New course proposals should be submitted by the deadlines outlined in the CGHS *New Courses* policy. Substantive changes to existing courses should also be made by these deadlines. Submission by the deadlines published in the CGHS *New Courses* policy is required for incorporation into the UTHSC Catalog. New courses or substantive changes may not be incorporated if the CGHS Curriculum Committee or Graduate Studies Council does not grant approval.

Changes to existing courses that are minor (e.g., start and stop dates, minor content changes) must be made in the [CGHS Course Catalog Manager](#) prior to the deadlines set by the Office of Academic, Faculty, and Student Affairs. These deadlines are communicated to Program Directors by the Associate Dean for Academic Affairs.

On very rare occasions, modifications to the CGHS portion of the UTHSC Catalog must be made after the established deadlines have passed. For these modifications to be incorporated, the CGHS Curriculum Committee, the Associate Dean for Academic Affairs, the Dean, and the Vice Chancellor for Academic,



The University of Tennessee Health Science Center College of Graduate Health Sciences College Policies

Document Name: Catalog Changes
Effective Date: December 1, 2005
Document Status: Approved

Faculty, and Student Affairs must approve of the change. There is no appeal for denial of a late modification.

Policy Scope

Applies to all academic programs.

Related Policies

New Courses

Definitions

New course. A course, or course content, that has not previously been assigned a course designation or number by the Registrar.

Substantive change. A change to the objectives, content, grading method or metric, mode of delivery, or credit hours. Changes in instructor of record, rearrangement of the content, and schedule are not substantive changes.

Procedures

1. Log in to the [CGHS Course Catalog Manager](#) with your UTHSC NetID and password. You must be on a UTHSC network to access the server.
2. Select the term and subjects containing courses to be modified.
3. Edit the appropriate fields in the course information.
4. Save the course(s) and logout.

Document History

New course proposal submission policy approved December 1, 2005.
Administratively modified February 3, 2016 to include UTHSC Catalog submission requirements.



The University of Tennessee Health Science Center College of Graduate Health Sciences College Policies

Document Name: Catalog Changes
Effective Date: December 1, 2005
Document Status: Approved

Modified April 26, 2016 by Graduate Studies Council to allow modifications after the deadlines on rare occasions.