

Substantive/Non-substantive Curriculum Change Information

The official approved program of study for each degree, concentration, or certificate is maintained on file with the Tennessee Board of Regents. Often departments wish to update and revise the approved program of study and, therefore, must propose an on-campus *Non-substantive Curriculum Change* or a *TBR Substantive Curriculum Modification*.

The decision regarding whether a substantive or non-substantive proposal is needed is based on the number of credits affected by the revision. A *TBR Substantive Curriculum Modification* proposal is needed when 18 credits or more are affected for an undergraduate program of study or 9 credits or more for a graduate program of study from the last submission to the Board. These changes include, but are not limited to, the addition or deletion of courses, increase or decrease in total semester credit hours, course titles, rubrics, and course descriptions. Once the 18- or 9-credit rule is reached, **whether in one proposal or in the cumulative addition of several non-substantive proposals**, a *TBR Substantive Curriculum Modification* proposal must be submitted and approved by the Board prior to implementation.

Again, the official approved program of study must be on file at TBR, accurate, and readily available to the public, Tennessee Higher Education Commission (THEC), Academic Common Market prospects, or sister institutions. Additionally, programs presented on the ETSU website should be comparable to the original or last approved revision on file at the Board. It is advised that programs link to the programs of study presented in the undergraduate and graduate catalogs to assure accuracy.

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