

**TBR PROGRAM CHANGE, NEW ACADEMIC UNIT FORM
INSTRUCTIONS and EXAMPLES**

FORM: PC (Program Change, also used for the Creation Of A New Academic Unit)

Don't alter contents of form. If an item on this form is not applicable for the proposal, enter NA.

1. Submitted by: East Tennessee State University
Name of Institution

2. Type of Program Change (**Check those that apply**):

Title change only (may be submitted as a memo or by responding to item 3 below)

Note: This information must be submitted to the TBR Office of Academic Affairs prior to implementation so that academic inventory records can be properly maintained.

*Create a new academic unit

*Consolidate an existing academic program

*Substantive Curriculum Modification in an existing academic program

Termination of an existing program or concentration

Inactivation of an existing program or concentration (If a program is not reactivated within a period of three years, the program will automatically be terminated and removed from the Academic Inventory by December of that year.)

Reactivation of a program that was placed on inactivation within the past 3 years

Date of inactivation:

Admission, retention, or graduation requirements

Other, if needed

3. Indicate Program Change: **Put NA if there have been no changes or fill in the table if there are changes in title, degree, and/or CIP code.**

Before the Proposed Change			After the Proposed Change		
Title of Old Program or Certificate Option	Degree	CIP Code	Title of New Program or Certificate Option	Degree	CIP Code

4.*Attach a copy of the "before and after" curriculum or organizational chart, as applicable, and a rationale for the proposed change.

Label attachments as appendices and note title of attachment. Examples: Appendix A, Current and Proposed Curriculum for the B. S. in xxxx or Appendix B, Organization Chart for New Academic Unit.

Use a table for a current and proposed attachment. Examples can be found in CPS Archives.

5. Intended implementation date for program change: **This date should match the one presented on the Cover and Summary forms.**

6. For terminations, date phase-out period will end: **Add date only if the proposal is terminating a program. Otherwise, put in NA**

7. If it has not been covered on other forms, briefly describe the reasons for the requested action and the implications that the proposed action will have on any of the following: 1) fiscal resources, 2) personnel, and 3) students or other clientele, and 4) institutional desegregation objectives.

Under most circumstances, the appropriate response is NA