

**TBR COVER (COVER)
INSTRUCTIONS and EXAMPLES**

FORM: COVER (Required for All Proposals)

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

Please refer to TBR Policy 2:01:01:00, TBR Guideline A-010, and THEC Policy A1:0 and A1:1 before developing this proposal. A letter of intent must be submitted for any proposal requiring both TBR and THEC approval as the first step, before a proposal is developed. Approval to proceed with the development of a proposal will be provided in writing to the President before a proposal is submitted to TBR for consideration.

Sponsoring Institution(s): **East Tennessee State University**

Proposal: **Enter the proposal action as stated by TBR (e. g., Establish a New Academic Degree)**

Degree Designation [or] Type of Certificate: **Spell out degree (Bachelor of Science) or name type of certificate (Graduate Certificate)**

Degree Initials: B.A., M.S, Ph.D. in **Name of Program**
Formal Degree Abbreviation Title of Proposed Program to be established or impacted

Concentrations: **Indicate proposed concentration or current concentration in a substantive curriculum modification proposal**
(if applicable)

Delivery Site(s): **Enter "Main Campus" and any approved off-campus site(s) if appropriate.**

Proposed CIP Code: **Use the designated Classification of Instructional Programs (CIP) when proposing current program revisions. Consult the [CIP Code Website](#) for new degree or certificate programs.**

Proposed Implementation Date: **Identify semester/year; consider timelines for various approvals**

Cooperative Partners: **This is usually NA, unless offering program with another institution and using Form CL (Collaborative Programs)**

For more information contact: **All ETSU programs designate**

Bert C. Bach, Provost & Vice President for Academic Affairs / 423.439.4219
Name Telephone

Institutional Approval: **The President will sign and date upon approval by Academic Council.**