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| Approval of Academic Programs, Units, and Modifications | |
| Responsible Official: Provost | Responsible Office: Vice Provost for Academic Affairs |

Policy Purpose

The purpose of this policy is to establish the procedures and processes for the submission and approval of requests for developing or modifying academic programs or units.

Policy Statement

1. East Tennessee State University complies with the academic policies of the Tennessee Higher Education Commission (THEC).
2. ETSU has the authority to do the following without approval from THEC:
   1. create new courses
   2. substantially modify or make minor edits or updates to existing courses
   3. inactivate existing courses
   4. determine course content or design
   5. establish certificates 12-23 credits
   6. establish minors
   7. revise existing academic degrees, certificates, concentrations or minors
   8. establish institutes and centers that are not cost centers
3. ETSU places primary responsibility for the content, quality, and effectiveness of its curriculum with its faculty. Curricular academic actions, therefore, must be approved initially by the faculty of the originating unit.
4. Academic actions are approved as indicated on the Academic Approval matrix.
5. When an academic action is reviewed and approved by Academic Council, the Council determines if the action represents a substantive change in accordance with ETSU’s Substantive Change policy.

Authority: THEC [Academic Policy A1.0 : New Academic Programs:  Approval Process](https://www.tn.gov/content/dam/tn/thec/bureau/aa/academic-programs/program-approv/aca-pol/THEC_A1.0_Program_Approval_New_Programs_Policy_Jan_26_2017.pdf)

THEC Academic Policy A1.1: A [- Academic Program Modifications](https://www.tn.gov/content/dam/tn/thec/bureau/aa/academic-programs/program-approv/aca-pol/THEC_A1.1_Academic_Prog_Modification_Policy_Jan_26_2017.pdf)

SACSCOC Substantive Change Policy

Definitions

Actions identified in the Academic Approvals matrix, located under Procedure.

Policy History

Effective Date: March 24, 2017

Procedure (s)

The approval matrix (below) should be available here.

Procedure History

Effective Date: March 24, 2017

Revision Date: April 12, 2018

Related Form(s)

Academic action forms are available in the University’s Curriculum Process software, [*Curriculog*](https://www.etsu.edu/curriculum-process/)*.*

Scope and Applicability

Primary: Academics

Academic Approvals

| **Academic Action** | **Department**  **Chair** | **College**  **Curriculum Committee** | **Teacher Education Advisory**  **Committee** | **College/**  **Graduate Dean** | **UG Curriculum Committee/Graduate Council** | | **Academic**  **Council** | **ETSU**  **President** | **Academic and Student Affairs Committee** | **ETSU**  **Board** | **THEC** |
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| **THEC Academic Polices**  **A1.0 New Academic Programs: Approval Process** | | | | | | | | | | | |
| \*Establish New Academic Program | x | x | if appropriate | x | x | | x | x | x | Approve | Approve |
| \*Establish New Certificate 24–up credits | x | x | if appropriate | x | x | | x | x | x | Approve | Approve |
| **THEC Academic Polices**  **A1.1 Academic Program Modifications** | | | | | | | | | | | |
| Change or add a program degree designation when change does not involve a significant curriculum shift in redefining the program’s purpose | x |  |  | x |  | | x | x | Notify | Notify | Approve |
| Change degree designation for an existing academic program or concentrationper written recommendation of a disciplinary accreditation body | x |  |  | x |  | | x | x | Notify | Notify | Approve |
| \*Establish free-standing academic degree program from an existing concentration with steady enrollment/degrees awarded within both the degree designation and all concentrations under that degree for a period of the last three years | x | x | if appropriate | x | x | | x | x | Notify | Notify | Approve |
| **THEC Academic Polices**  **A1.3 New Academic Units** | | | | | | | | | | | |
| Establish College/School: Instructional unit that includes several departments and is administered by a dean or director | x |  |  | x |  | | x | x | x | Approve | Approve |
| Establish Division: Two or more departments within a college or university which may be administered by an assistant or associate dean | x |  |  | x |  | | x | x | Notify | Notify | Approve |
| Establish Academic Department: Organized around common and similar academic areas and administered by a department chair |  |  |  | x |  | | x | x | Notify | Notify | Approve |
| **THEC Academic Polices**  **A1.5 Academic Actions Notification\*** | | | | | | | | | | | |
| \*Establish New Certificate 12-23 credits | x | x | if appropriate | x | x | | x | x | Notify | Notify | Notify |
| Name/Title Change for Program/Concentration | x |  |  | x |  | | x | x | Notify | Notify | Notify |
| Establish New Concentrations | x | x | if appropriate | x | x | | x | x | Notify | Notify | Notify |
| \*Change (increase or decrease) in number of hours of an existing program | x | x | if appropriate | x | x | | x | x | Notify | Notify | Notify |
| Consolidation of two or more existing academic programs into a single academic program without an essential change in the original approved curriculum and without a net gain in the number of programs an existing academic program | x | x | if appropriate | x | x | | x | x | Notify | Notify | Notify |
| \*Extension of an existing academic program to an approved off-campus center | x |  |  | x |  | |  |  | Notify | Notify | Notify |
| \*Change of the primary delivery mode for an existing academic program. The extension to 100% off-campus delivery requires additional action if the location of delivery is to be converted from an off-campus site to a center | x |  |  | x |  | |  |  | Notify | Notify | Notify |
| \*Inactivation of an existing academic program or concentration. If the inactivated academic program or concentration is not reactivated within a period of three years, the academic program or concentration will automatically be terminated and removed from the institution’s inventory | x |  |  | x  + College Dean support (for post-bac programs) |  | | x |  | Notify | Notify | Notify |
| \*Reactivation of an academic program or concentration that was placed on inactivation within the past three years. The date of inactivation and the date of the proposed reactivation must be provided | x |  |  | x  + College Dean support (for post-bac programs) |  | | x |  | Notify | Notify | Notify |
| \*Termination of an academic program or concentration. A teach-out plan should accompany the notification of termination | x |  |  | x  + College Dean support (for post-bac programs) | x | | x | x | Notify | Notify | Notify + teach-out plan |
| **ETSU Academic Actions** | | | | | | | | | | | |
| Admission, Progression, Retention, Graduation Policies (University) |  |  |  |  | x | | x | x | Approve | Approve | N/A |
| Admission, Progression, Retention, Graduation Policies (Program) | x | x | if appropriate | x | x | | x | x | Notify | Notify | N/A |
| Establish minor (18-21 credits) | x | x | if appropriate | x | x | | x | x | Notify | Notify | N/A |
| Significant revision of existing academic program: degree, certificate, concentration, or minor | x | x | if appropriate | x | x | | x | x | Notify | Notify | N/A |
| Establish Institutes and Centers  (not a budget line item) | x |  |  | x |  | | x | x | Notify | Notify | N/A |
| \*Site Codes | x |  |  | x |  | |  |  | N/A | N/A | Assign |
| **\*THEC Notification Schedule for A1.5 Actions** | | | | | | | | | | | |
| May 15 | Actions approved between Jan 1 and April 30 | | | | | The chief academic officer at each university will submit all academic program actions designating that each action has been approved though appropriate institutional and/or governing board processes. | | | | | |
| August 15 | Actions approved between May 1 and July 30 | | | | |
| January 15 | Actions approved between Aug 1 and Dec 31 | | | | |

\*Possible SACSCOC implication; consult with Accreditation Liaison when planning these actions.