Policy Title:	Approval of Academic F	Programs, Units,	and Modifications
Policy Type:	Academic	New/revised:	Revised
Old Policy #:	2:01:01:00; A-010; A-04	10	
Approval level:	<ul><li>☑ Board of Trustees</li><li>☐ President</li><li>☐ Vice President</li><li>☐ Other (specify here)</li></ul>		

**Purpose:** The purpose of this policy is to establish the procedures and processes for the submission and approval of academic action requests for developing or modifying academic programs or units. In all academic endeavors, East Tennessee State University promotes academic quality to meet student demand, employer need and societal requirements.

## **Policy:**

- I. East Tennessee State University complies with the academic policies of the Tennessee Higher Education Commission (THEC).
- II. ETSU has authority to create new courses; substantially modify or make minor edits or updates to existing courses; inactivate existing courses; determine course content or design; establish minors; revise existing academic degrees, certificates, concentrations or minors; and establish institutes and centers that are not cost centers without approval from THEC.
- III. Approval processes are delineated in the Academic Approvals table below.
  - A. ETSU places primary responsibility for the content, quality, and effectiveness of its curriculum with its faculty. Curricular academic actions, therefore, must be approved by the faculty of the originating department (so noted by its chair) and the college and university-level curriculum committees.
  - B. 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.

3/24/2017 – approved by the Board of Trustees.

## Academic Approvals

Academic Action	Departme nt Chair	College Curriculu m Committ ee	Teacher Educatio n Advisory Committ ee	College Dean	UG Curriculu m Committ ee/Gradu ate Council	Academic Council	ETSU President	Academic and Student Affairs Committ ee	ETSU Board	THEC
	THEC Academic Polices A1.0 New Academic Programs: Approval Process									
Establish New Academic Program	х	Х	if appropria te	Х	Х	х	Х	х	Approve	Approve
Establish New Certificate 24 – up credits	х	х	if appropria te	Х	х	х	х	х	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	х			х		х	х	Notify	Notify	Approve
Change degree designation for an existing academic program or concentration per written recommendation of a disciplinary accreditation body	Х			х		х	х	Notify	Notify	Approve
Establish free-standing academic degree program from an existing concentration with steady	Х	х	if appropria te	х	х	х	х	Notify	Notify	Approve

Academic Action	Departme nt Chair	College Curriculu m Committ ee	Teacher Educatio n Advisory Committ ee	College Dean	UG Curriculu m Committ ee/Gradu ate Council	Academic Council	ETSU President	Academic and Student Affairs Committ ee	ETSU Board	THEC
enrollment/degrees awarded within both the degree designation and all concentrations under that degree for a period of the last three years.										
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	х			x		x	x	х	Approve	Approve
Establish Division: Two or more departments within a college or university which may be administered by an assistant or associate dean	х			х		х	х	Notify	Notify	Approve
Establish Academic Department: Organized around common and similar academic areas and administered by a department chair	х			X Academic Po		х	х	Notify	Notify	Approve

Academic Action	Departme nt Chair	College Curriculu m Committ ee	Teacher Educatio n Advisory Committ ee	College Dean	UG Curriculu m Committ ee/Gradu ate Council	Academic Council	ETSU President	Academic and Student Affairs Committ ee	ETSU Board	THEC
			A1.5 Academ	nic Actions N	lotification*					
Establish New Certificate 12-23 credits	х	Х	if appropria te	х	х	х	х	Notify	Notify	Notify
Name/Title Change for Program/Concentration	Х			х		х	х	Notify	Notify	Notify
Establish New Concentrations	х	Х	if appropria te	х	х	х	х	Notify	Notify	Notify
Change (increase or decrease) in number of hours of an existing program	х	х	if appropria te	х	х	х	х	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 appropria te	х	x	x	x	Notify	Notify	Notify
Extension of an existing academic program to an approved off-campus center	Х			Х		Notify		Notify	Notify	Notify
Change of the primary delivery mode for an existing academic program. The extension to 100% off-campus delivery requires	х			Х				Notify	Notify	Notify

Academic Action	Departme nt Chair	College Curriculu m Committ ee	Teacher Educatio n Advisory Committ ee	College Dean	UG Curriculu m Committ ee/Gradu ate Council	Academic Council	ETSU President	Academic and Student Affairs Committ ee	ETSU Board	THEC
additional action if the location of										
delivery is to be converted from										
an off-campus site to a center										
Inactivation of an existing	x	Х	if	Х		Notify		Notify	Notify	Notify
academic program or			appropria							
concentration. If the inactivated			te							
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						_				
Reactivation of an academic	x	Х	if	Х		Notify		Notify	Notify	Notify
program or concentration that			appropria							
was placed on inactivation within			te							
the past three years. The date of										
inactivation and the date of the										
proposed reactivation must be										
provided								21	A1C	A1C
Termination of an academic	Х	Х	if	Х	Х	Х	Х	Notify	Notify	Notify +
program or concentration. A			appropria							teach-
teach-out plan should			te							out plan
accompany the notification of termination										
termination										

**ETSU Academic Actions** 

Academic Action	Departme nt Chair	College Curriculu m Committ ee	Teacher Educatio n Advisory Committ ee	College Dean	UG Curriculu m Committ ee/Gradu ate Council	Academic Council	ETSU President	Academic and Student Affairs Committ ee	ETSU Board	THEC
Admission, Progression, Retention, Graduation Policies (University)	х	Х		Х	х	х	х	Approve	Approve	N/A
Admission, Progression, Retention, Graduation Policies (Program)	х	Х	if appropria te	Х	х	Х	Х	Notify	Notify	N/A
Establish minor (18-21 credits)	х	Х	if appropria te	Х	х	х	Х	Notify	Notify	N/A
Significant revision of existing academic program: degree, certificate, concentration, or minor	х	х	if appropria te	х	х	х	х	Notify	Notify	N/A
Establish Institutes and Centers (not a budget line item)	х			Х		х	х	Notify	Notify	N/A
Site Codes	Х			Х				N/A	N/A	Assign
		*THE	C Notification	on Schedule	for A1.5 Act	ions				
May 15	Actions app	roved betwe	en Jan 1 and	April 30		The chief academic officer at each university will submit all				
August 15	Actions app	roved betwe	en Mav 1 an	d Julv 30	academic program actions designating that each action					

May 15	Actions approved between Jan 1 and April 30
August 15	Actions approved between May 1 and July 30
January 15	Actions approved between Aug 1 and Dec 31

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.