

**Policy Title:** Approval of Academic Programs, Units, and Modifications

**Policy Type:** Academic **New/revised:** Revised

**Old Policy #:** 2:01:01:00; A-010; A-040

**Approval level:** ☒ Board of Trustees  
☐ President  
☐ Vice President  
☐ Other (specify here)

**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	Department Chair	College Curriculum Committee	Teacher Education Advisory Committee	College Dean	UG Curriculum Committee/Graduate Council	Academic Council	ETSU President	Academic and Student Affairs Committee	ETSU Board	THEC
<b>THEC Academic Policies</b> <b>A1.0 New Academic Programs: Approval Process</b>										
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
<b>THEC Academic Policies</b> <b>A1.1 Academic Program Modifications</b>										
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 concentration per 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	x	x	if appropriate	x	x	x	x	Notify	Notify	Approve

[illegible]

Academic Action	Department Chair	College Curriculum Committee	Teacher Education Advisory Committee	College Dean	UG Curriculum Committee/Graduate Council	Academic Council	ETSU President	Academic and Student Affairs Committee	ETSU Board	THEC
<b>A1.5 Academic Actions Notification*</b>										
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	Notify
Change of the primary delivery mode for an existing academic program. The extension to 100% off-campus delivery requires	x			x				Notify	Notify	Notify

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