Tennessee Higher Education Commission Academic Program Modifications – Policy A.1.1 Approval Process and Timeline



Program modifications requiring approval from THEC are limited to the following changes:

- Change or add a program degree designation when the change does not involve a significant curriculum shift in redefining the program's purpose.
- A change of degree designation for an existing academic program or concentration per recommendation of a disciplinary accreditation body.
- Establishing a free-standing academic program from an existing concentration with a steady enrollment and degrees awarded for the last three years. This will only be considered if the new academic program does not compromise the remaining academic program and does not require new faculty resources.

Academic Program Modifications Process:

- The institution submits an Academic Program Modifications request (APM) to THEC Chief Academic Officer. The request must include a cover letter from the institution's Chief Academic Officer verifying the proposed program submission has gone through all necessary institutional approvals.
 - Institutional academic affairs forms used for tracking are acceptable formats for the cover letter (please see Appendix A)
- THEC reviews the Academic Program Modification and if it meets the required criteria, THEC staff will submit for Executive Director approval. If it does not meet the required criteria, it will be returned to the institution's chief academic officer with comments.
- If approved, the Executive Director will notify the Institution's President

NOTE: Academic Program Modifications are reviewed on a rolling basis.

Tennessee Higher Education Commission Academic Program Modifications – Policy A.1.1 Appendix A – Sample Cover Letter



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INSTITUTION NAME				
Degree designation:				
	in			
Formal Degree Abbreviation	Title of proposed prog	ram to be esta	blished or impac	ted
Concentrations:				
Action requested: Provide a brief description	n and justification			
Proposed effective date:				
Program contact:				
	Phone			
	Email			
Committee Approvals (<i>ta</i> University Curriculum Co			roval process) roval Date:):
Graduate School Executiv	ve Committee	Approval D	Date:	

Academic Council	Approval Date:
Board of Trustees (<i>if applicable</i>)	Approval Date:
Approval:	
Date:	_
Signature of Chief Academic Officer	