



Academic Program Modifications (APM) Checklist

Policy A1.1 Academic Program Modifications

All APMs must be in a paginated document with a table of contents and submitted as a PDF addressing the specific items outlined below. Note: The APM must be submitted upon approval by appropriate institutional or individual governing board processes to THEC for consideration. APM submissions will be reviewed on a rolling basis.

The following items must be included in APM submission:

- **Cover Letter from Chief Academic Officer Verifying the Proposed Program Submission Has Gone Through All Necessary Institutional Approval Channels**
- **Current and Proposed Program Name (and any concentrations), Degree Designation, and CIP Code** *(The current program name including all concentrations, degree designation and CIP code should also be provided).*

Before the Proposed Change <i>(List as it now appears on the official Academic Program Inventory at THEC.)</i>			After the Proposed Change <i>(List as it should appear on the official Academic Program Inventory at THEC, once approved.)</i>		
Title	Degree	CIP Code	Title	Degree	CIP Code
Title of Existing Academic Program (include all existing concentrations before program modification)			Title of New Program after program modification is approved (including all concentrations)		

- **Proposed Implementation Date**
- **Proposed Termination Dates for Any Concentrations Proposed as Free Standing Academic Programs**
- **Anticipated Delivery Site**
- **Academic Program Liaison (APL) Name and Contact Information** *(The APL will serve as the information resource on academic approval actions and notification for the institution.)*

- **Current Faculty** - List the name, rank, highest degree, primary department and estimate of the level of involvement of all faculty members who will participate in the proposed program. If the program is at the graduate level, also list the number of masters' theses and doctoral dissertations each of these faculty members have directed to completion. (Please utilize the following tabular format).

Name	Rank	Highest Degree	Primary Department	FTE in Program	# of Theses/ Dissertations

- **Finance** - Complete THEC Financial Projection Form