

Academic Action	Department Curriculum Committee	Department Chair	College Curriculum Committee	College Dean	Graduate Council (GR) or Faculty Senate Curriculum Committee (UG)	Provost and Vice President for Academic Affairs	President	TSU Board of Trustees	THEC	SACSCOC Substantive Change (Significant Departure)
THEC Academic Policies A1.0 New Academic Programs: Approval Process										
*Establish New Academic Program	x	x	x	x	x	x	x	Approve	Approve	Approve
*Establish New Certificate 24–up credits	x	x	x	x	x	x	x	Approve	Approve	Approve
THEC Academic Policies 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	x	x	x	Notify	Approve	N/A
Change degree designation for an existing academic program or concentration per written recommendation of a disciplinary accreditation body	x	x	x	x	x	x	x	Notify	Approve	N/A
*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	x	x	x	x	x	Notify	Approve	Approve
THEC Academic Policies 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	Approve	Approve	N/A
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	Approve	Approve	N/A
Establish Academic Department: Organized around common and similar academic areas and administered by a department chair				x		x	x	Approve	Approve	N/A
THEC Academic Policies A1.5 Academic Actions Notification*										
*Establish New Certificate 12-23 credits	x	x	x	x	x	x	x	Notify	Notify	Approve
Name/Title Change for Program/Concentration	x	x		x		x			Notify	N/A

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Establish New Concentrations	x	x	x	x	x	x	x	Notify	Notify	N/A
*Change (increase or decrease) in number of hours of an existing program	x	x	x	x	x	x	x	Notify	Notify	N/A
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	x	x	x	x	x	Notify	Notify	N/A
*Extension of an existing academic program to an approved off-campus center	x	x		x	x	x	x	Notify	Notify	Notify
*Change of the primary delivery mode for an existing academic program to online.	x	x	x	x	x	x	x		Notify	N/A
*Change of the primary delivery mode for an existing academic program.....Note: 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	x	x	x	x	x	Notify	Notify	N/A
Initiating, expanding, closing, an off-campus site where student can obtain 50% or more credits.	x	x	x	x	x	x	x	Approve	Notify	Approve
*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		x			Notify	N/A
*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		x			Notify	N/A
*Termination of an academic program or concentration. A teach-out plan should accompany the notification of termination		x		x		x	x	Notify	Notify + teach-out plan	Approve + teach-out plan

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TSU Academic Actions										
Admission, Progression, Graduation Policies (University)		x	x	x	x	x	x	Notify	N/A	N/A
Admission, Progression, Graduation Policies (Program)		x	x	x	x	x	x	Notify	N/A	N/A
Establish minor (18-21 credits)	x	x	x	x	x	x	x	Notify	N/A	N/A
Significant revision of existing academic program: degree, certificate, concentration, or minor	x	x	x	x	x	x	x	Notify	N/A	N/A
Establish Institutes and Centers (not a budget line item)		x		x		x	x	Notify	N/A	N/A
New Course	x	x	x	x	x	x		N/A	N/A	Notify (cooperative arrangement, contractual or consortium)
Termination of Course	x	x	x	x	x	x		N/A	N/A	N/A
Change to existing course rubric (prefix), course description, changing from lower division to upper division and upper division to lower division, credit hours, prerequisites and other course modifications*	x	x	x	x	x	x		N/A	N/A	N/A
Name change of existing academic major, minor, concentration or other program	x	x	x	x	x	x		N/A	N/A	N/A
Establish a new minor	x	x	x	x	x	x	x	N/A	N/A	N/A
Termination of minor	x	x	x	x	x	x	x	N/A	N/A	N/A
"Minor" Reorganization of academic units that award credit (such as moving a department from one college to another college)	x	x	x	x	x	x	x	N/A	N/A	N/A
*THEC Notification Schedule for A1.5 Actions										
15-May		Actions approved between Jan 1 and April 30				The chief academic officer will submit all academic program actions designating that each action has been approved though appropriate institutional and/or governing board processes.				
15-Aug		Actions approved between May 1 and July 30								
15-Jan		Actions approved between Aug 1 and Dec 31								
**SACSCOC Substantive Change Schedule										
Procedure One - Prospectus										
11/01 For Fall Implementation (1 year prior to projected implementation)		Due January 1				The chief academic officer will submit all academic program actions designating that each action has been approved though appropriate institutional and/or governing board processes.				
05/01 For Spring Implementation (1 year prior to projected implementation)		Due July 1								