

**Actions Subject to the 30 Day Review Process**

**or Signature of the Vice Chancellor**

***Please refer to TBR Policy 2:01:01:00, TBR Guideline A-010, and THEC Policy A1:0 and A1:1 before developing a proposal.***

**INSTRUCTIONS: Please respond to each question. If the question is not applicable, please use “NA” and include a brief explanation of why the question is not applicable to the proposed action. The form will expand to allow space as needed and must be submitted to the TBR Vice Chancellor for Academic Affairs or Vice Chancellor of Community Colleges as appropriate an MSWord document.**

**INSTITUTION:**

**PROPOSAL (specify using “Type of Change” from following page):**

**PROPOSED EFFECTIVE DATE:**

(For terminations, date phase-out period will end: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

**PURPOSE:** (Goals and Objectives in keeping with Institutional Mission)

**NEED/RATIONALE:** (What is the justification for making this proposal at this time?)

**IMPACT: (**Include **s**tudents, personnel, fiscal resources, diversity, other clientele**)**

For terminations/consolidations of degrees, indicate how students will be notified and transitioned. If a phase-out period is greater than 1 year for certificates or 3 years for any other program, explain why

More time is needed).

**PLANS FOR ACCREDITATION:**

(Identify the source and **projected date** of Professional accreditation if applicable; SACS notification, if

Required, and if a substantive change, the scope of the substantive change. If there are no plans to seek

Specialized accreditation, please provide reasons.)

***The following two items require the completion of separate forms as indicated below. Do not complete the remainder of this document.***

\_\_\_\_ Name Change for Existing Program or Academic Unit **(USE NAME CHANGE FORM**

**ONLY ON TBR ACADEMIC AFFAIRS WEBSITE)**

### \_\_\_\_\_ Establish an Off-Campus Site/Off Campus Center. (USE THEC OFF-CAMPUS

### SITE/CENTER APPROVAL FORM(S) ONLY ON TBR ACADEMIC AFFAIRS

### WEBSITE)

### Note: In keeping with the THEC Policies, the THEC Off-Campus Site /Center Approval Forms must be submitted for review. No announcements may be made regarding opening new site or center until the THEC approval is granted per THEC Policy 1.0.60B

***Type of Change (Check all those that apply):***

### \_\_\_\_\_ Change of degree designation for an existing academic program or concentration per written

### recommendation of a disciplinary accreditation body or to more accurately represent the title to

### the workplace. Documentation must accompany the change request.

### 

Change of degree designation for an existing academic program or concentration when the change

involves a significant curriculum shift in redefining the program’s purpose.

\_\_\_\_\_ Change/Add degree designation for existing programs

Consolidate an existing academic program

\_\_\_\_\_ Conversion of an existing ground program to a fully on-line program (Indicate with or without

maintaining the existing ground program)

### ­\_\_\_\_\_\_Curriculum modifications which increase or decrease total hours required for a degree.

\_\_\_\_\_ Substantive Curriculum Modification (i.e., 9 or more SCH at the community college, 18 or more

SCH undergraduate, 9 or more at graduate, or 50% or more certificate) in an existing academic

program. Provide a side-by-side comparison of the existing and proposed curriculum.

The proposed program requires completion of \_\_\_ SCH distributed as follows:

Curriculum Component SCH Required

General Education

Major Field Core (required of all students in program)

Concentration (courses specific to the concentration)

Electives (may be guided or general electives)

Other (specify, i.e.)

TOTAL SCH:

No. of new courses: \_\_\_\_\_ with \_\_\_\_ credit hours

No. of SCH impacted by the revision since last TBR action \_\_\_\_\_

\_\_\_\_\_ Establish a certificate less than 24 SCH (Provide the curriculum, justify the demand for the

requested certificate and any alignment with other existing programs or certificates. Any new

costs require the completion of the THEC FP.)

­\_\_\_\_\_\_Establish a new concentration or MINOR (**Justify the demand and show side-by-side**

**comparison of proposed curriculum along with the curriculum for any other concentrations or minors within the existing degree.** Any new costs require the completion of the THEC FP.**)** (Minors may be approved by the Vice Chancellor for Academic Affairs or referred to the Board.)

­­­\_\_\_\_\_ Establish a free standing degree program from an existing concentration with a steady enrollment

and graduation rate for a period of at least three years may request to be recognized as a freestanding degree if the establishment of the concentration as a degree does not compromise the remaining degree and does not require new faculty resources. **Provide documentation of enrollment and graduation data for the existing concentration. If there are multiple concentrations within the existing, provide enrollment and graduation data for all concentrations within the degree individually to demonstrate that becoming freestanding will not endanger other concentrations within the existing degree. *Specify phase out procedure and final phase out date for original concentration.***

­­­\_\_\_\_\_ Establish a free standing degree program from an existing concentration **for more accurate**

**Representation of title to the workplace**. **Provide letters of support from the workplace to demonstrate more accurate representation as a freestanding degree.** (See TBR policy 2:01:01:00 II (m) for performance funding implications.) **Provide documentation of enrollment and graduation data for the existing concentration. If there are multiple concentrations within the existing, provide enrollment and graduation data for all concentrations within the degree individually to demonstrate that becoming freestanding will not endanger other concentrations within the existing degree. *Specify phase out procedure and final phase out date for original concentration.***

\_\_\_\_\_ Establish a new academic unit or reorganization (Specify department, division, college, school,

campus sponsored centers not seeking Center of Excellence/Emphasis status through the THEC,

centers within existing academic units, institutes, bureaus, campus, etc.) (Attach a current and

proposed organizational chart.) Specify if the requested action results in a net gain of an

academic unit (i.e., department, on-campus center, institute, bureau, division, school, or college). **The THEC has established additional requirements which must be attached to this request which may be located at** [**http://www.tn.gov/thec/Divisions/AcademicAffairs/academic\_programs/THEC%20Administrative%20Units%20Form%20Feb%2027%202015.pdf**](http://www.tn.gov/thec/Divisions/AcademicAffairs/academic_programs/THEC%20Administrative%20Units%20Form%20Feb%2027%202015.pdf)**. This action will be reviewed with Executive signature action by the THEC.)**

\_\_\_\_\_ Establish an articulation agreement between institutions or between programs within a single   
 institution

\_\_\_\_\_ Extend an existing **degree** program to be delivered 100% at an off-campus location. (Extension to

100% off-campus delivery requires additional action if the location of delivery is to be converted from a “site” to a “center.”)

\_\_\_\_\_ Inactivation of an existing program or concentration (If a program is not reactivated within a

period of three years, the program will automatically be terminated and removed from the

Academic Inventory by December of that year.)

\_\_\_\_\_ Reactivation of a program that was placed on inactivation within the past 3 years

Date of inactivation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of proposed reactivation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Termination (with or without phase-out, specify) of an existing program or concentration

\_\_\_\_\_ Policy Revision: Admission/Progression/Graduation (institutional or program specific)

**(Attach the current and proposed policy as a side-by-side comparison)**

\_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Indicate Program, Certificate and Concentration Change as Reflected in the Academic Program

Inventory:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Before the Proposed Change  (List as it now appears on the official Academic Program Inventory at THEC) | | | After the Proposed Change  (List as it should appear on the official Academic Program Inventory at THEC, once approved.) | | |
| Title of Old Program or  Certificate Option  (Include all existing concentrations before revision.) | Degree | CIP Code | Title of New Program Certificate, or  Concentrations existing after revision is approved. | Degree | CIP Code |
|  |  |  |  |  |  |

**4.\*Attach a copy of the "before and after" curriculum or organizational chart, as**

**applicable, and a rationale for the proposed change. For policy changes, include the**

**current and proposed policy. Whenever possible a side-by-side comparison is**

**preferred.**

5. Intended implementation date for program change: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. For terminations, date phase-out period will end: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(If the phase-out period is greater than 1 year for certificates or 3 years for any other

program, explain why more time is needed.)

7. **If any new costs are anticipated, attach the THEC Financial Projections Form.**

8. Describe the anticipated impact for students, personnel, fiscal resources, and other clientele.