

Academic Approvals

ETSU Academic Approvals

Academic Action	Department Chair	College Curriculum Committee	Teacher Education Advisory Committee	College/ Graduate Dean	UG Curriculum Committee /Graduate Council	Academic Council	University Council	ETSU President	ETSU Board	THEC
<b>THEC Academic Policies</b> <b>A1.0 New Academic Programs: Approval Process</b>										
<sup>a, b</sup> Establish New Academic Program Part I - Letter of Notification (LON) <i>Expedited Letter of Notification (ELON)</i>	Approve	N/A	if appropriate NAPP Only	Approve	N/A	Approve	Notify	Approve	Approve	Approve
Part II- New Academic Program Proposal (NAPP) <i>Expedited New Academic Program Proposal (ENAPP)</i>	Approve	Approve		Approve	Approve	Approve	Approve	Approve	N/A	Approve
<b>THEC Academic Policies</b> <b>A1.1 Academic Program Modifications</b>										
Change or add program degree designation when change does not involve a significant curriculum shift in redefining the program's purpose	Approve			Approve		Approve	Notify	Approve	Notify	Approve
Change degree designation for existing academic program or concentration per written recommendation of a disciplinary accreditation body	Approve			Approve		Approve	Notify	Approve	Notify	Approve
<sup>a, b</sup> Consolidation of two or more existing academic programs into single academic program without essential change in original approved curriculum and without net gain in number of programs THEC academic program	Approve	Approve	if appropriate	Approve	Approve	Approve (Consent)	Notify	Approve	Notify	Approve
<sup>b</sup> Establish free-standing academic degree program from existing concentration with steady enrollment/degrees awarded within both degree designation and all concentrations under degree for period of three (3) years	Approve	Approve	if appropriate	Approve	Approve	Approve	Notify	Approve	Notify	Approve

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THEC Academic Polices A1.3 New Academic Units										
Establish College/School: Instructional unit that includes several departments and is administered by a dean or director	Office of the Provost					Notify	Approve	Approve	Approve	Approve
Establish Division: Two or more departments within a college or university which may be administered by an assistant or associate dean	Dean's Office			Approve		Approve	Notify	Approve	Notify	Approve
Establish Academic Department: Organized around common and similar academic areas and administered by a department chair	Dean's Office			Approve		Approve	Notify		Notify	Approve
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THEC Academic Policies A1.5 Academic Actions Notification										
<sup>a, b</sup> Establish New Certificate 9 credit minimum	Approve	Approve	if appropriate	Approve	Approve	Approve	Notify	Approve	Notify	Notify
Name/Title Change for Program/Concentration	Approve			Approve		Approve (Consent)	Notify	Approve	Notify	Notify
<sup>a</sup> Establish New Concentrations	Approve	Approve	if appropriate	Approve	Approve	Approve (Consent)	Notify	Approve	Notify	Notify
<sup>b</sup> Change (increase or decrease) in number of hours of an existing program	Approve	Approve	if appropriate	Approve	Approve	Approve (Consent)	Notify	Approve	Notify	Notify
<sup>b</sup> Extension of existing academic program to approved off-campus center	Approve			Approve		Information Item	Notify		Notify	Notify
<sup>b</sup> Change of primary delivery mode for existing academic program or course. Extension to 100% off- campus delivery requires additional action if location of delivery is to be converted from off-campus site to a center	Approve			Approve		Approve (Consent)	Notify		Notify	Notify
<sup>b</sup> Inactivation of existing academic program or concentration. If 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	Approve			Approve + College Dean support (for post-bac programs)		Approve (Consent)	Notify		Notify	Notify

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<sup>b</sup> Reactivation of academic program or concentration that was placed on inactivation within the past three years. Date of inactivation and date of proposed reactivation must be provided	Approve			Approve + College Dean support (for post-bac programs)		Approve (Consent)	Notify		Notify	Notify
<sup>b</sup> Termination of academic program or concentration. Teach-out plan should accompany notification of termination	Approve			Approve + College Dean support (for post-bac programs)	Approve	Approve (Consent)	Notify	Approve	Notify	Notify + teach-out plan
<b>ETSU Academic Actions</b>										
Admission, Progression, Retention, Graduation Policies (University) Procedure Change	Office of the Provost					Approve	Approve	Approve	Notify	N/A
Admission, Progression, Retention, Graduation Policies (Program)	Approve	Approve	if appropriate	Approve	Approve	Approve (Consent)	Notify	Approve	Notify	N/A
<sup>a</sup> Establish minor (18-21 credits)	Approve	Approve	if appropriate	Approve	Approve	Approve	Notify	Approve	Notify	N/A
Significant revision of existing academic program: degree, certificate, concentration, or minor	Approve	Approve	if appropriate	Approve	Approve	Approve (Consent)	Notify	Approve	Notify	N/A
Establish Institutes and Centers (not a budget line item)	Approve			Approve		Approve	Notify	Approve	Notify	N/A
Change Name Institute or Center	Approve			Approve		Provost Approval / Info AC	Notify	Approve	Notify	Notify if state funded Center
Change Name College or Department	Approve			Approve		Provost Approval / Info AC	Notify	Approve	Notify	Notify
<b>THEC Academic Policies A1.4 Academic Policies 1.4</b>										
<sup>b</sup> Site Codes	Approve			Approve			N/A		N/A	Assign
<b>THEC Notification Schedule for A1.5 Actions</b>										
May 15	Actions approved between Jan 1 and April 30						The chief academic officer at each university will submit all academic program actions designating that each action has been approved through appropriate institutional and/or governing board processes.			
August 15	Actions approved between May 1 and July 30									
January 15	Actions approved between Aug 1 and Dec 31									

<sup>a</sup> Requires completion of Academic Pre-Approvals form

<sup>b</sup> Possible SACSCOC implication; consult with Accreditation Liaison when planning these actions. / Blank box = no action required