



Letter of Notification (LON) Checklist

Policy A1.0 New Academic Programs: Approval Process

A Letter of Notification (LON) must be submitted to the Tennessee Higher Education Commission (THEC) to develop new academic programs as outlined in THEC Policy A1.0 – New Academic Programs: Approval Process. The LON should include all items in checklist below and must be accompanied by a letter from the appropriate President or Chancellor signifying support for development of the proposed program.

Completed LONs will be uploaded as PDF files through the New Academic Program [Formstack](#). All documents should be continuously paginated (including all appendices) and should include a table of contents. Please format the document to include each element from the checklist as a heading.

Section I: Overview

Program information

- Provide the institution name, proposed academic program and concentration(s), degree name, degree designation, proposed CIP code, CIP code title, CIP code definition, corresponding SOC codes and SOC definition applicable for graduates of the program.

Academic program liaison name and contact information

- The academic program liaison will serve as the information resource for the proposed academic program at the institution.

Proposed implementation date

- The proposed implementation date should provide a realistic estimate of when the program will have gone through all of the approval steps, including Commission approval, and be ready to enroll students.

Section II: Background

Purpose and nature of academic program

- Provide a general overview of the program including a short description of the academic program, total credit hours, target audience, purpose, delivery method (on-ground, online, hybrid, etc.), and any other pertinent information.

Alignment with state master plan and institutional mission

- Succinctly explain how the proposed academic program specifically aligns with both the [THEC State Master Plan](#) and institutional mission statement or profile.

Institutional capacity to deliver the proposed academic program

- Briefly address how the proposed program will impact the overall capacity of the institution, including potential lost enrollment to other majors/programs, collaborative agreements between departments, etc.

Existing programs offered at public and private Tennessee institutions

- List all academic programs with the same or similar CIP code offered at public and private higher education institutions in Tennessee along with degrees awarded for the last three years of available data. Be sure to consider THEC's statutory responsibility to avoid unnecessary duplication, and include a short narrative regarding the distinctiveness of the proposed offering.

Accreditation

- If the proposed program has a programmatic accrediting agency, please describe plans, timeline, and any other information required to obtain accreditation (for example: required faculty ratios, student retention rates, and/or placement).
- If no programmatic accreditation, anticipated program review for QAF.

Section III: Feasibility

- Provide evidence of a local and regional workforce need for the proposed program. Evidence should include anticipated job openings, labor market analysis, and workforce projections for at least five years after the proposed implementation of the program. If similar academic programs exist, how is the local and regional need/demand for the proposed academic program not being met by these institutions?
- Provide an assessment of the statewide and national employment opportunities for graduates from the proposed program. Evidence can include the number of anticipated job openings, an employer needs assessment, labor market analysis, and workforce projections. Projections should be for the first three years for associate and certificate programs, five years for undergraduate and master's programs, or seven years for doctoral programs. Suggested resources include the THEC Supply and Demand Report and the Bureau of Labor Statistics Occupational Outlook Handbook.