Attachment B: Clean Version of Proposed Changes

Section Title: Academic Policies
Policy Title: Academic Actions Notification
Policy Number: A1.5

1.5.1A   **Purpose.** This policy establishes a process for identifying academic actions that must be submitted by public institutions to maintain the accuracy of the state's Academic Program Inventory (API). In alignment with the statutory responsibility of the Tennessee Higher Education Commission (THEC) to review and approve new academic programs, THEC staff maintain the API. The API includes a listing of all academic programs by degree designations, associated concentrations, credit hours, off-campus locations, delivery modes, access to Academic Common Market, and other fields. To maintain the accuracy of the API, institutions must notify THEC of academic program actions as specified in this policy.

1.5.2A   **Academic Actions Subject to Notification**. This policy applies to academic actions at all public universities, community colleges, and colleges of applied technology for authorized academic programs regardless of program level. After initial academic program approval, subsequent revisions must be reported to, and reviewed by, THEC staff for inclusion in the API. Academic program actions eligible for reporting after campus approval processes are met include:

- Establishment of a certificate program.
- Name change of an existing academic program. Name changes must retain the current National Center for Education Statistics (NCES) Classification of Instructional Programs (CIP) code and be aligned with the corresponding definition.
- Name change of an existing concentration within an academic program.
- Establishment of a new concentration within an existing academic program.
- Change (increase or decrease) in the number of hours of an existing academic program.

- Extension of an existing academic program to an approved off-campus center.
- Change to the primary delivery mode for an existing academic program. The extension to 100 percent off-campus delivery requires additional action if the location of delivery is to be converted from an off-campus site to a center.
- Inactivation of an existing academic program or concentration. If the inactivated academic program or concentration is not reactivated within a period of three (3) years, the academic program or concentration will automatically be terminated and removed from the API.
- Reactivation of an academic program or concentration that was placed on inactivation within the past three (3) years. The date of inactivation and the date of the proposed reactivation must be provided.
- Termination of an academic program or concentration. A teach-out plan should accompany the notification of termination. As the immediate interests of currently enrolled students and faculty are impacted by the termination of an academic program or concentration, timely communication of this decision to students and faculty is important.

1.5.3A **Notification Schedule**. All public universities will be responsible for notifying THEC staff of all institutionally approved academic program actions as outlined in section 1.5.2A no later than:

- May 15 for all actions approved between January 1 and April 30
- August 15 for all actions approved between May 1 and July 31
- January 15 for all actions approved between August 1 and December 31

The Chief Academic Officer at each university will submit all academic program actions designating that each action has been approved though appropriate institutional and/or governing board processes. Chief Academic Officers may also submit

academic actions as outlined in section 1.5.2A outside these reporting dates. Institutions will use THEC's notification reporting protocol as provided on THEC's website.

The Tennessee Board of Regents (TBR) is charged with notification to THEC staff for all community college and colleges of applied technology academic program actions. TBR will provide a monthly summary report to THEC staff of all community college and colleges of applied technology program actions approved by TBR.

Source: THEC Meeting: January 26, 2017, and July 28, 2022