

Tennessee Technological University
Policy No. 225



**New Academic
Programs**

Original Effective Date: January 1, 2018

Date(s) Revised: January 1, 2024

Policy No: 225

Policy Name: New Academic Programs

I. Purpose

This policy establishes an approval process for new academic programs at Tennessee Tech, consistent with the corresponding policy (A1.0) of the Tennessee Higher Education Commission.

II. Review

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Senior Associate Provost or the Associate Provost, with recommendations for revision presented to the Academic Council, University Assembly, and the Board of Trustees.

III. Policy/Procedure

- A. Tennessee Tech hereby adopts THEC policy A1.0 (New Academic Programs: Approval Process), as may be amended from time to time.
- B. THEC has the statutory responsibility to review and approve new academic programs. As outlined in THEC Policy A1.0, the process in developing a new academic program includes the following essential steps:
 1. Letter of Notification (LON)
 2. New Academic Program Proposal (NAPP)
 3. External Review
 4. Institutional Governing Board Approval
 5. Commission Action
- C. Any proposals for new academic programs made pursuant to this policy must also comply with TTU Policy 221 (Substantive Change).
- D. Preparation and Submission of Letter of Notification
 1. The academic unit requesting a new academic program shall prepare a Letter of Notification (LON) that includes all items listed on *THEC LON Checklist*. The LON must address the criteria for review as outlined in THEC Policy A1.0, Section 1.0.3A1.
 2. The academic unit requesting the new academic program shall send the LON to the college dean, the Provost, and the President for review and approval.
 3. After the President's approval, the Provost's Office will submit the LON to THEC with the following documents:
 - a. Tennessee Tech LON Internal Cover Form with appropriate signatures
 - b. A letter from the President signifying support for development of the proposed academic program
 - c. LON for the proposed academic program

d. THEC Financial Projection Form

4. The Provost's Office will present the LON to the Tennessee Tech Board of Trustees as an information item.

E. Preparation and Submission of New Academic Program Proposal

1. Upon receiving THEC's approval of the Letter of Notification, the academic unit requesting the new program shall prepare a New Academic Program Proposal (NAPP) that includes all items listed on *THEC NAPP Checklist*. The New Academic Program Proposal must undergo institutional approval process at Tennessee Tech.
2. An academic unit requesting the new academic program must submit the NAPP to the following offices/committees, as appropriate, for review and approval within Tennessee Tech:
 - a. Departmental faculty
 - b. College curriculum committee and College dean or his/her designee
 - c. University Curriculum Committee (if undergraduate level) or Graduate Studies Executive Committee (if graduate level)
 - d. Academic Council
 - e. Provost and Vice President for Academic Affairs
3. The Provost's Office will send the approved NAPP and a TTU Cover Form with appropriate signatures to THEC for review and approval.

F. External Judgment

1. THEC requires external reviews for all proposed new academic programs. The unit and college requesting the new program will be asked to propose a list of potential external reviewers. The criteria for potential external reviewers are outlined in THEC Policy A1.0, Section 1.0.7A.
2. THEC will notify Tennessee Tech of the selected reviewer(s) and provide a list of questions for the external reviewer(s) to address during the review. Tennessee Tech may add questions to the THEC review questions.
3. Reviewer(s) must provide concurrently a written report in response to the questions to Tennessee Tech and THEC staff within 30-calendar days of the site visit.
4. Tennessee Tech will be responsible for inviting the external reviewer(s), all scheduling, expenses, and contracting with the external reviewers.

G. Post-External Judgment and THEC Action

1. Within 30 days of receipt of the external review report, Tennessee Tech must propose to THEC solutions for all issues identified by the reviewer(s).
2. Once all requirements have been satisfied, THEC staff will notify the institution of their support to the proposed academic program for Commission's approval.

H. Institutional Governing Board Action

1. Upon determination by THEC that a proposed academic program will be supported for approval by the THEC Commission, the Provost's Office will submit the NAPP to the Board of Trustees for approval.
2. After Board approval, the Provost's office will submit the record of Board approval and a request to THEC Executive Director that the proposed program be placed on the earliest possible Commission agenda for final approval.

IV. Interpretation

The Provost or his/her designee has the final authority to interpret the terms of this policy.

V. Citation of Authority for Policy

T.C.A. § 49-8-203(a)(1)(B); THEC Policy A1.0 (New Academic Program: Approval Process); THEC Letter of Notification (LON) Checklist and New Academic Program Proposal (NAPP) Checklist.

Approved:

Academic Council: November 15, 2017; November 13, 2019; October 4, 2023

University Assembly: November 29, 2017; November 20, 2019; November 15, 2023

Board of Trustees: December 11, 2017; December 5, 2019; November 30, 2023