

**Tennessee Technological University**  
**Policy No. 226**



**Academic  
Program  
Modifications**

Effective Date: July 1, 2017

**Policy No:** 226

**Policy Name:** Academic Program Modifications

### **I. Purpose**

This policy establishes an approval process for major modifications to currently approved academic programs to adhere to Tennessee Higher Education Commission's (THEC) policy on Academic Program Modifications (A1.1).

### **II. Review**

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Senior Associate Provost or 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 A1.1: Academic Program Modifications, as may be amended from time to time.
- B.** Any academic program modifications made pursuant to this policy must also comply with TTU Policy 221 (Substantive Change).
- C.** Academic Program Modifications (APM) requiring approval from THEC are limited to the following changes:
  - 1.** Change or add a program degree designation when this change involves a significant curriculum shift in redefining the program's purpose (e.g., B.A. to B.F.A.; M.A. to M.F.A.; Ed.D. to Ph.D.) or change a degree designation for an existing academic program or concentration per recommendation of a disciplinary accreditation body. These requested modifications may be subject to external review.
  - 2.** Establish free-standing degree from an existing concentration with a sustainable enrollment and graduation with degrees awarded within both the program and all concentrations under that program for a period of three years. This program modification may be considered only if the establishment of the concentration as a free-standing degree program does not compromise the remaining academic program and does not require new faculty resources.
- D.** A request for an academic program modification (APM) outlined in Section B must undergo University and Board approval processes at Tennessee Tech.
  - 1.** An academic unit requesting an APM must prepare a proposal for the request. The proposal should include required items and address appropriate criteria described on the THEC APM Checklist. The APM Checklist is available on the TTU Provost's website and THEC website.

The proposal must also address the potential impact of the program modification on current programs offered within Tennessee Tech and existing programs offered in public and private institutions across Tennessee.

2. An academic unit requesting an APM must submit the proposal to the following offices/committees, as appropriate, for review and approval within Tennessee Tech:
    - a. Departmental faculty
    - b. College curriculum committee, 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 APM proposal with appropriate signatures to the Tennessee Tech Board of Trustees (Board) for review and approval.
- E. The Board will consider the APM proposal based on the demonstrated need for the modification and to prevent unnecessary program duplication by referring to the annual THEC statewide and institutional degree production analyses.
- F. After the Board's approval, the Provost's Office will submit the APM proposal to THEC with a Cover Letter from the Provost verifying that the proposed program submission has gone through all necessary institutional approval channels.

#### **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 A1.1 - Academic Program Modification; THEC Academic Program Modifications (APM) Checklist - *Policy A1.1 Academic Program Modifications*

#### **Approved by:**

Academic Council:	February 22, 2017
University Assembly:	April 19, 2017
Board of Trustees:	March 23, 2017