Per THEC Academic Policy A1.3 – New Academic Units, and in alignment with Tennessee Code Annotated § 49-7-202(q)(2)(A), a public community college or university seeking to establish a new academic unit shall submit a written request to THEC's Executive Director including all of the information requested in the following checklist.

The request will be evaluated based on the following criteria:

- Feasibility of the new academic unit
- Alignment with the Tennessee State Master Plan for Higher Education and institutional mission
- Required investment for new and/or renovated facilities
- Overall costs associated with the new academic unit

Submissions must be complete and submitted via Formstack.

**New Academic Units Checklist**

**Approval Letter**

- Include a letter from the Chief Academic Officer, or designee, confirming the new academic unit has received all necessary institutional/governing board approvals.

**Implementation Date**

- Provide the proposed date the new academic unit will be established.

**Feasibility of the New Academic Unit**

- Describe the new academic unit being requested.
- Identify all academic programs associated with the new academic unit including the Federal CIP Codes. This list should include academic degrees, certificates, and minors.

**Alignment with the Tennessee State Master Plan for Higher Education and institutional mission**

- Describe how the new academic unit will align with the Tennessee State Master Plan for Higher Education.
- Describe how the new academic unit will align with the Institutional Mission.

**Required investment for new and/or renovated facilities**

- Describe any new and/or renovated facilities that will be required.

**Overall costs associated with the new academic unit**

- Provide a summary of anticipated costs associated with the new academic unit.

**Organizational Charts**

- Provide an existing organizational chart and an updated chart which reflects the new academic unit.