



## Academic Actions Notification Checklist

### *Policy A1.5 Academic Actions Notification*

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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 THEC Policy A1.5.

Academic Action Notifications 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 offcampus center.
- Addition, removal, or change to the delivery mode for an existing academic program.
- 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.

In order to submit academic action notifications, all parts of the appropriate checklist (as delineated below) must be submitted through [Formstack](#) at least thirty (30) days before the implementation date.

## Academic Action Notification Checklist

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The following items must be included in all academic action notification submissions, regardless of type. Please note, incomplete academic action notification submissions will be returned.

### **Institution name**

### **Name and email of person completing the form**

### **Letter of support for the proposed program from the Chief Academic Officer**

- You may submit one letter of support from your institutional CAO for all academic actions submitted on the same date, but the letter must be uploaded to each notification submitted.

### **Programmatic Accreditor (if applicable)**

- If the program is currently accredited or seeking accreditation, please indicate the programmatic accreditor and status.

### **Institutional/Governing Board Approval (if applicable)**

- Date must be in the following format: MM/DD/YYYY

### **Implementation Date**

- Date must be in the following format: MM/DD/YYYY

### **Federal Classification of Instructional Program (CIP) Code**

- Should be in six-digit format: XX.XXXX

## Additional requirements by type of Academic Action Notification

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### **Establishment of a certificate program**

- Certificate title
- Certificate level (undergraduate or graduate)
- Total semester credit hours
- Degree designation
- Delivery mode (*\*See "change to the primary delivery mode" below for definitions*)
- Description of the certificate program, including a list of course titles and descriptions.
- Description of how the certificate responds to state, regional, and/or institutional workforce needs.
- List the department(s) and college(s) that will house the new certificate

### **Name change of an existing academic program**

*(Name changes must retain the current NCES CIP code and be aligned with the corresponding definition.)*

- Current program title
- Approved new program title
- Degree designation
- Explanation of the rationale for the program name change

### **Name change of an existing concentration within an academic program**

- Academic program title
- Current concentration title
- New concentration title
- Degree designation
- Include a brief rationale for the concentration name change

### **Establishment of a new concentration within an existing academic program**

- Academic program title

- New concentration title (*if adding multiple NEW concentrations, please list each separated by a semicolon*)
- Degree designation
- Provide information on the new concentration, including:
  - Justification for the new concentration
  - Expectation of demand for the new concentration
  - Explanation of how the concentration contributes to the overall degree program
  - Identify all courses (course number, title, and credit hours) for the new concentration

#### **Change (increase or decrease) in the number of hours of an existing academic program**

- Academic program title
- Degree designation
- Current semester credit hours
- New semester credit hours
- Provide a brief rationale for the change in the semester credit hours

#### **Addition, removal, or change to the delivery mode for an existing academic program.**

- Academic program title
- Degree designation
- Current delivery mode
- New delivery mode(s). **PLEASE NOTE: If the primary delivery mode is changing, please indicate on the form.**
  - **On-Ground/Traditional:** All (100 percent) of program instruction occurs when students and instructors are in the same physical location.
  - **Majority On-Ground (Hybrid):** Fifty percent or more of program instruction occurs when students and instructors are in the same physical location. Hybrid delivery uses one or more types of technology and includes synchronous online instruction (live or real-time meeting in a virtual space) and/or asynchronous online instruction (not live or real-time).
  - **Majority Online (Hybrid):** Less than half of program instruction occurs when students and instructors are in the same physical location. Hybrid delivery uses one or more types of technology and includes synchronous online instruction (live or real-time meeting in a virtual space) and/or asynchronous online instruction (not live or real-time). Some instruction must occur when students and instructors are in the same physical location.
  - **Fully Online:** all (100 percent) of program instruction is delivered using one or more types of technology when the students and instructors are not in the same physical location (i.e. distance education). It includes asynchronous online instruction (not live or real-time) and/or synchronous online instruction (live or real-time meeting in a virtual space), with limited non-instructional exceptions (i.e., in-person immersion experience).

#### **Inactivation of an existing academic program or concentration**

*(If the inactivated program or concentration is not reactivated with a period of three (3) years, the academic program or concentration will automatically be terminated and removed from the API.)*

- Indicate if a program or concentration is being inactivated (*If inactivating an academic degree program, all concentrations will automatically be inactivated*)
- Number of students currently enrolled in the program/concentration
- Academic program title
- Degree designation

- Concentration title(s) for inactivation (when applicable)
- Provide a brief rationale for inactivating the academic program or concentration(s).
- If there are any students currently in the program/concentration, notification of inactivation must be accompanied by a teach-out plan that details how the institution will accommodate affected students

**Reactivation of an academic program or concentration that was placed on inactivation within the past three (3) years.**

*(Requests for reactivations MUST be received less than three (3) years from the prior inactivation date.)*

- Indicate the academic degree program or concentration(s) being reactivated *(if reactivating an academic degree program, all concentrations will automatically be reactivated.)*
- Prior inactivation date (MM/DD/YYYY)
- Academic program title
- Degree designation
- Concentration title(s) for reactivation (when applicable)
- Provide a brief rationale for reactivating the academic program/concentration

**Termination of an academic program or concentration(s)**

- Indicate the academic degree program or concentration(s) being terminated
- Termination date (MM/DD/YYYY) *(date when program will be terminated in the API)*
- Number of current students enrolled in the program/concentration
- Academic program title
- Degree designation
- Concentration title(s) for termination (if applicable)
- Provide a brief rationale for terminating the academic program or concentration(s)
- If there are any students currently in the program/concentration, notification of termination must be accompanied by a teach-out plan that details how the institution will accommodate affected students. The teach-out plan must align with [SACSCOC Closing a Program, Site, Branch, or Institution Good Practices Statement and Policy](#), Substantive Change for Accredited Institutions of the commission of Colleges, Procedure Three.