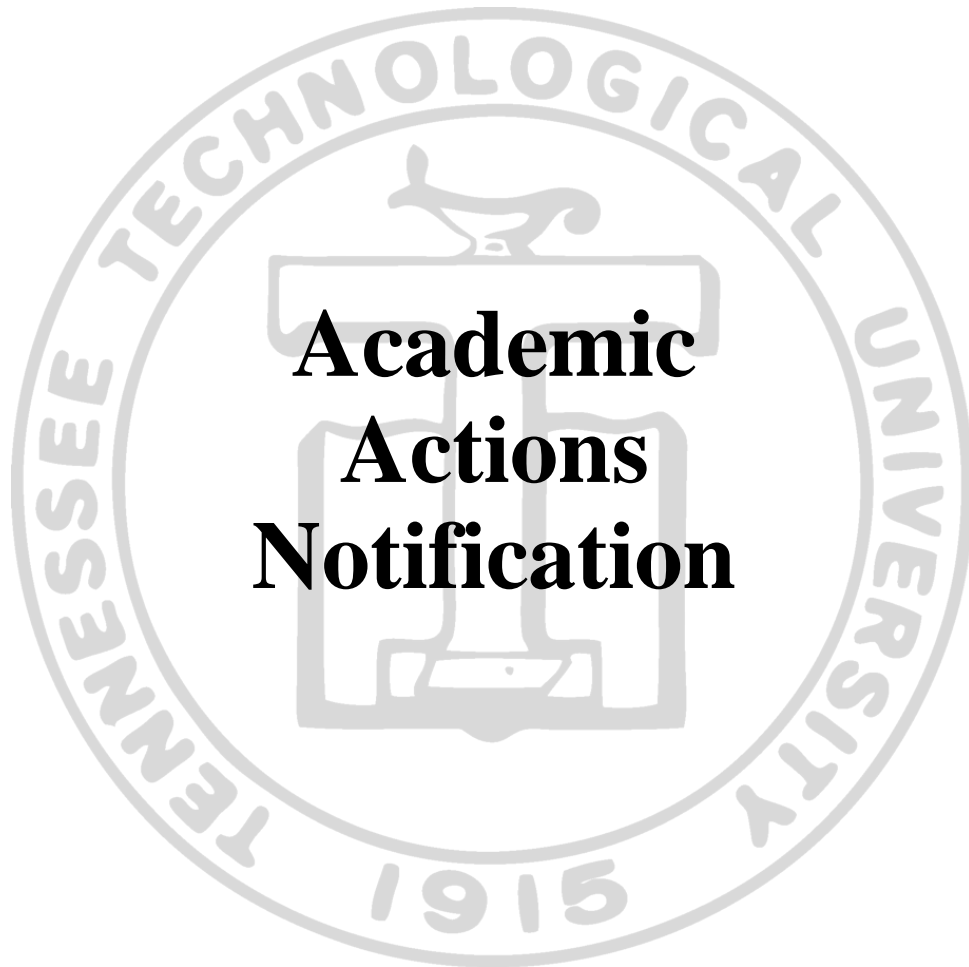


**Tennessee Technological University  
Policy No. 224**



**Academic  
Actions  
Notification**

**Original Effective Date:** January 1, 2018

**Date(s) Revised:** January 1, 2024

**Policy No.:** 224

**Policy Name:** Academic Actions Notification

### **I. Purpose**

This policy establishes an approval process for submitting required notifications of Tennessee Tech's academic actions to the Tennessee Higher Education Commission (THEC) in order to maintain the state's Academic Program Inventory (API).

### **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**

- A. Tennessee Tech hereby adopts THEC policy A1.5 (Academic Actions Notification), as may be amended from time to time.
- B. Tennessee Tech will notify THEC of academic program actions as required by THEC in order to maintain the accuracy of the API for Tennessee Tech's academic programs. Academic program actions eligible for reporting include:
  - 1. Establishment of a certificate program.
  - 2. Name change of an existing academic program.
  - 3. Name change of an existing concentration within an academic program.
  - 4. Establishment of a new concentration within an existing academic program.
  - 5. Change (increase or decrease) in the number of hours of an existing academic program.
  - 6. Extension of an existing academic program to an approved off-campus center.
  - 7. Change of 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.

8. Inactivation of an existing academic program or concentration. If the inactivated academic program or concentration is not reactivated within a period of three years, the academic program or concentration will automatically be terminated and removed from the API.
  9. Reactivation of an academic program or concentration that was placed on inactivation within the past three years. The date of inactivation and the date of the proposed reactivation must be provided.
  10. 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.
- C. Any academic action made pursuant to this policy must also comply with TTU Policy 221 (Substantive Change).
- D. Request for any academic actions outlined in Section B must undergo institutional approval processes at Tennessee Tech.
1. An academic unit requesting an academic action must prepare a memo of request, an Internal Cover Form, and complete an appropriate THEC A1.5 Form (Form A1.5A to A1.5K) provided at the Provost's Office website.
  2. An academic unit requesting an academic action must submit the memo, Internal Cover Form, and the THEC A1.5 Form 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
- E. The Provost's Office will submit all academic actions outlined in Section B to THEC, designating that each action has been approved through appropriate institutional processes.

- F.** Dates of notification to THEC of institutionally approved academic actions as outlined in Section B are:
1. May 15 for all actions approved between January 1 and April 30
  2. August 15 for all actions approved between May 1 and July 31
  3. January 15 for all actions approved between August 1 and December 31
- G.** The Provost’s Office will present the approved notifications to the Tennessee Tech Board of Trustees (Board) as information items.
- H.** Tennessee Tech’s procedures and forms for academic actions can be found at the Provost’s Office website.

**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 A1.5 Academic Actions Notification

**Approved by:**

Academic Council:	October 11, 2017; October 4, 2023
University Assembly:	November 29, 2017, November 15, 2023
Board of Trustees:	December 11, 2017; November 30, 2023