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**Academic Actions Notification Checklist, Policy A1.5:**

***Establishment of a New Certificate Program***

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.

In order to submit academic action notifications, all parts of the appropriate checklist (as delineated below) must be submitted through Formstack. Notifications must be submitted no later than dates listed below.

* May 15 for all actions approved between January 1 and April 30
* August 15 for all actions approved between May 1 and July 31
* January 15 for all actions approved between August 1 and December 31

Please note, notifications may be submitted outside of these dates, and completed requests will be reviewed on a rolling basis.

**Academic Action Notification Checklist**

**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**

* CIP should appear in six-digit format (XX.XXXX) unless trailing digits are required to distinguish from existing programs of the same level

**Additional requirements by type of Academic Action Notification**

**Establishment of a certificate program**

* Certificate title
* Certificate level (undergraduate or graduate)
* Total semester credit hours
* Degree designation
* Delivery mode *(\*See 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

\*Delivery Method Definitions:

* + Traditional: None of the direct instruction of the program is delivered using some form of technology when the student and instructor are separated by time, space, or both.
	+ Hybrid: A majority of the direct instruction of the program is delivered using some form of technology when the student and instructor are separated by time, space, or both.
	+ Fully Online: All of the direct instruction of the program is delivered using some form of technology when the student and instructor are separated by time, space, or both.