

Section Title: Academic Policies
Policy Title: Academic Actions Notification
Policy Number: A1.5

1.5.1A **Purpose.** The Academic Actions Notification Policy establishes a process for identifying academic actions that must be submitted by public institutions to maintain the accuracy of the state’s Academic Program Inventory (API). In alignment with Tennessee Higher Education Commission’s statutory responsibility of reviewing and approving new academic programs, THEC maintains the API. The API includes a listing of all academic programs by degree designations, associated concentrations, credit hours, off-campus location, delivery modes, and access to Academic Common Market. In order to maintain the accuracy of the API, institutions must notify THEC of academic program actions as specified in this policy.

1.5.2A **Academic Actions Subject to Notification.** This policy applies to academic actions at all public universities and community colleges for authorized academic programs regardless of program level (with the exception of all certificates more than 24 hours). After initial approval by THEC (or in the case of community colleges approval by the Tennessee Board of Regents), subsequent revisions must be reported to THEC. Academic program actions eligible for reporting after campus approval processes are met include:

- Establishment of a certificate program less than 24 semester credit hours regardless of degree level.
- Name change for existing academic program.
- Name change for 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.
- Consolidation of two or more existing academic programs into a single academic program without an essential change in the original approved curriculum and without a net gain in the number of programs.
- Extension of an existing academic program to an approved off-campus center.

- 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.
- 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 institution's inventory.
- 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.
- Termination of an academic program or concentration. A teach-out plan per SACSCOC *Closing a Program, Site, Branch or Institution Good Practices Statement* and the policy, *Substantive Change for Accredited Institutions of the Commission of Colleges, Procedure Three*, 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.

1.5.3A

Programs Exempt from Inactive Status. The following categories of academic program are not eligible for inactive status:

- Academic programs that have not been implemented
- Academic programs that are currently in post-approval monitoring status
- Academic programs currently listed as low-producing status by THEC

1.5.4A

Notification Schedule. All public universities will be responsible for notifying THEC of all institutionally approved academic program actions as outlined above on the following dates:

- May 15 for all actions approved between Jan 1 and April 30
- Aug 15 for all actions approved between May 1 and July 31
- Jan 15 for all actions approved between Aug 1 and Dec 31

The chief academic officer at each university will submit all academic program actions designating that each action has been approved through appropriate institutional and/or governing board processes.

Institutions will use the THEC's notification reporting protocol as provided on the THEC website.

Tennessee Board of Regents (TBR) is charged with notification to THEC for all community college academic program actions as outlined in the Academic Policy A1.0. TBR will provide a monthly summary report to THEC of all community college program actions approved by the TBR.

1.5.5A

Policy will be reviewed every three years unless changes in eligible academic program actions are warranted.

Source: THEC Meeting: January 26, 2017.