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| **Academic Action** | **Department Chair** | **College Curriculum Committee** | **Teacher Education Advisory Committee** | **College/ Graduate Dean** | **UG****Curriculum Committee****/Graduate Council** | **Academic Council** | **University Council** | **ETSU****President** | **ETSU****Board** | **THEC** |
| **THEC Academic Polices****A1.0 New Academic Programs: Approval Process** |
| \*Establish New Academic Program  Part I - Letter of Notification (LON) Part II- New Academic Program  Proposal (NAPP) | Approve | N/A | if appropriateNAPP Only | Approve | N/A | Approve | Approve | Approve | Approve | Approve |
| Approve | Approve | Approve | Approve | Approve |  Notify |  Notify | N/A | Approve |
| \*Establish New Certificate 24–up credits | Approve | Approve | if appropriate | Approve | Approve | Approve | Approve | Approve | Approve | Approve |
| **THEC Academic Polices****A1.1 Academic Program Modifications** |
| Change or add program degree designation when change does notinvolve a significant curriculum shift in redefining the program’s purpose | Approve |  |  | Approve |  | Approve | Notify | Approve | Notify | Approve |
| Change degree designation for existing academic program or concentration per writtenrecommendation of a disciplinary accreditation body | Approve |  |  | Approve |  | Approve | Notify | Approve | Notify | Approve |
| \*Establish free-standing academic degree program from existing concentration with steady enrollment/degrees awarded within both degree designation and allconcentrations under degree for period of the last three years | Approve | Approve | if appropriate | Approve | Approve | Approve | Notify | Approve | Notify | Approve |
| **THEC Academic Polices A1.3  New Academic Units** |
| Establish College/School: Instructional unit that includes several departments and is administered by a dean or director | Office of the Provost |  |  |  |  | Notify | Approve | Approve | Approve | Approve |
| Establish Division: Two or more departments within a college oruniversity which may be administered by an assistant or associate dean | Dean’s Office |  |  | Approve |  | Approve | Notify | Approve | Notify | Approve |
| Establish Academic Department: Organized around common and similaracademic areas and administered by a department chair | Dean’s Office |  |  | Approve |  | Approve | Notify |  | Notify | Approve |
| **Academic Action** | **Department Chair** | **College Curriculum Committee** | **Teacher Education Advisory Committee** | **College/ Graduate Dean** | **UG****Curriculum Committee****/Graduate Council** | **Academic Council** | **University Council** | **ETSU****President** | **ETSU****Board** | **THEC** |
| **THEC Academic Polices****A1.5 Academic Actions Notification\*** |
| \*Establish New Certificate 12-23 credits | Approve | Approve | if appropriate | Approve | Approve | Approve | Notify | Approve | Notify | Notify |
| Name/Title Change for Program/Concentration | Approve |  |  | Approve |  | Approve(Consent) | Notify | Approve | Notify | Notify |
| Establish New Concentrations | Approve | Approve | if appropriate | Approve | Approve | Approve(Consent) | Notify | Approve | Notify | Notify |
| \*Change (increase or decrease) in number of hours of an existing program | Approve | Approve | if appropriate | Approve | Approve | Approve(Consent) | Notify | Approve | Notify | Notify |
| Consolidation of two or more existing academic programs into single academic program without essential change in original approved curriculum and without net gain in number of programs THEC academic program | Approve | Approve | if appropriate | Approve | Approve | Approve(Consent) | Notify | Approve | Notify | Notify |
| \*Extension of existing academic program to approved off-campus center | Approve |  |  | Approve |  | Information Item | Notify |  | Notify | Notify |
| \*Change of primary delivery mode for existing academic program or course. Extension to 100% off- campus delivery requires additional action if location of delivery is to be converted from off-campus site to a center | Approve |  |  | Approve |  | Approve(Consent) | Notify |  | Notify | Notify |
| \*Inactivation of existing academic program or concentration. If 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 | Approve |  |  | Approve+ College Dean support (for post-bacprograms) |  | Approve(Consent) | Notify |  | Notify | Notify |

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| **Academic Action** | **Department Chair** | **College Curriculum Committee** | **Teacher Education Advisory Committee** | **College/ Graduate Dean** | **UG****Curriculum Committee****/Graduate Council** | **Academic Council** | **University****Council** | **ETSU****President** | **ETSU****Board** | **THEC** |
| \*Reactivation of academic program or concentration that was placed on inactivation within the past three years. Date of inactivation and date of proposed reactivation must be provided | Approve |  |  | Approve+ CollegeDean support (for post-bac programs) |  | Approve(Consent) | Notify |  | Notify | Notify |
| \*Termination of academic program or concentration. Teach-out plan should accompany notification of termination | Approve |  |  | Approve+ CollegeDean support(for post-bac programs) | Approve | Approve(Consent) | Notify | Approve | Notify | Notify + teach-out plan |
| **ETSU Academic Actions** |
| Admission, Progression, Retention, Graduation Policies (University) Procedure Change | Office of the Provost |  |  |  |  |  Approve |  Approve | Approve | Notify | N/A |
| Admission, Progression, Retention, Graduation Policies (Program) | Approve | Approve | if appropriate | Approve | Approve | Approve(Consent) | Notify | Approve | Notify | N/A |
| Establish minor (18-21 credits) | Approve | Approve | if appropriate | Approve | Approve | Approve | Notify | Approve | Notify | N/A |
| Significant revision of existing academicprogram: degree, certificate, concentration, or minor | Approve | Approve | if appropriate | Approve | Approve | Approve(Consent) | Notify | Approve | Notify | N/A |
| Establish Institutes and Centers (not a budget line item) | Approve |  |  | Approve |  |  Approve | Notify | Approve | Notify | N/A |
| Change Name Institute or Center  | Approve |  |  | Approve  |  | Provost Approval / Info AC | Notify | Approve | Notify |  Notify if state funded Center |
| Change Name College or Department | Approve |  |  | Approve |  | Provost Approval / Info AC | Notify | Approve | Notify  | Notify |
| \*Site Codes | Approve |  |  | Approve |  |  | N/A |  | N/A | Assign |
| **\*THEC Notification Schedule for A1.5 Actions** |
| May 15 | Actions approved between Jan 1 and April 30 | The chief academic officer at each university will submit all academic program actions designating that eachaction has been approved though appropriate institutional and/or governing board processes. |
| August 15 | Actions approved between May 1 and July 30 |
| January 15 | Actions approved between Aug 1 and Dec 31 |

\*Possible SACSCOC implication; consult with Accreditation Liaison when planning these actions.

Blank box = no action required