Academic Approvals

| 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<br>A1.0 New Academic Programs: Approval Process** | | | | | | | | | | |
| *Establish New Academic Program | x | x | if appropriate | x | x | x | x | x | Approve | Approve |
| *Establish New Certificate 24–up credits | x | x | if appropriate | x | x | x | x | x | Approve | Approve |
| **THEC Academic Polices<br>A1.1 Academic Program Modifications** | | | | | | | | | | |
| Change or add a program degree designation when change does not involve a significant curriculum shift in redefining the program's purpose | x | | | x | | x | Notify | x | Notify | Approve |
| Change degree designation for an existing academic program or concentration per written recommendation of a disciplinary accreditation body | x | | | x | | x | Notify | x | Notify | Approve |
| *Establish free-standing academic degree program from an existing concentration with steady enrollment/degrees awarded within both the degree designation and all concentrations under that degree for a period of the last three years | x | x | if appropriate | x | x | x | Notify | x | Notify | Approve |
| **THEC Academic Polices<br>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 | x | x | Approve | Approve |
| Establish Division: Two or more departments within a college or university which may be administered by an assistant or associate dean | Dean's Office | | | x | | x | Notify | x | Notify | Approve |



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|---|---|---|---|---|---|---|---|---|---|---|
| Establish Academic Department: Organized around common and similar academic areas and administered by a department chair | Dean's Office | | | x | | x | Notify | x | Notify | Approve |
| **THEC Academic Polices A1.5 Academic Actions Notification*** | | | | | | | | | | |
| *Establish New Certificate 12-23 credits | x | x | if appropriate | x | x | x | Notify | x | Notify | Notify |
| Name/Title Change for Program/Concentration | x | | | x | | x Consent | Notify | x | Notify | Notify |
| Establish New Concentrations | x | x | if appropriate | x | x | x Consent | Notify | x | Notify | Notify |
| *Change (increase or decrease) in number of hours of an existing program | x | x | if appropriate | x | x | x Consent | Notify | x | Notify | Notify |
| 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 THEC academic program | x | x | if appropriate | x | x | x Consent | Notify | x | Notify | Notify |
| *Extension of an existing academic program to an approved off-campus center | x | | | x | | Information Item | Notify | | Notify | Notify |
| *Change of the primary delivery mode for an existing academic program or course. The extension to 100% off-campus delivery requires additional action if the location of delivery is to be converted from an off-campus site to a center | x | | | x | | x Consent | Notify | | Notify | Notify |
| *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 | x | | | x + College Dean support (for post-bac programs) | | x Consent | Notify | | Notify | Notify |



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|---|---|---|---|---|---|---|---|---|---|---|
| *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 | x | | | x + College Dean support (for post-bac programs) | | x Consent | Notify | | Notify | Notify |
| *Termination of an academic program or concentration. A teach-out plan should accompany the notification of termination | x | | | x + College Dean support (for post-bac programs) | x | x Consent | Notify | x | Notify | Notify + teach-out plan |
| **ETSU Academic Actions** | | | | | | | | | | |
| Admission, Progression, Retention, Graduation Policies (University) Procedure Change | Office of the Provost | | | | | x | Approve | x | Approve | N/A |
| Admission, Progression, Retention, Graduation Policies (Program) | x | x | if appropriate | x | x | x Consent | Notify | x | Notify | N/A |
| Establish minor (18-21 credits) | x | x | if appropriate | x | x | x | Notify | x | Notify | N/A |
| Significant revision of existing academic program: degree, certificate, concentration, or minor | x | x | if appropriate | x | x | x Consent | Notify | x | Notify | N/A |
| Establish Institutes and Centers (not a budget line item) | x | | | x | | x | Notify | x | Notify | N/A |
| *Site Codes | x | | | x | | | 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 each action 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.



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