



## Modification to an Existing Academic Unit Checklist

### *Policy A1.3 – New Academic Units*

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Per THEC Academic Policy A1.3 – New Academic Units, a public community college or university seeking to modify an existing academic unit must be submitted to THEC for review and approval. Modifications may include reorganizations, termination of an existing academic unit, or moving existing academic programs for one academic unit to another existing academic unit.

Requests for modifications should include the items outlined on this checklist and be submitted via [Formstack](#).

### ***Modification to an Existing Academic Unit Checklist***

#### **Approval Letter**

- Include a letter from the Chief Academic Officer, or designee, confirming the modification to an existing academic unit has received all necessary institutional/governing board approvals.

#### **Implementation Date**

- Provide the proposed implementation date the modification to the existing academic unit will take effect.

#### **Overview of the Requested Modification**

- Describe the requested academic unit modification.
- Identify all academic programs associated with the modification of the existing academic unit including the Federal CIP Codes. This list should include academic degrees, certificates, and minors.

#### **Cost Summary**

- Provide a summary of anticipated costs associated with the proposed modification to the existing academic unit.

#### **Organizational Charts**

- Provide an existing organizational chart and an updated chart which reflects the proposed modification.