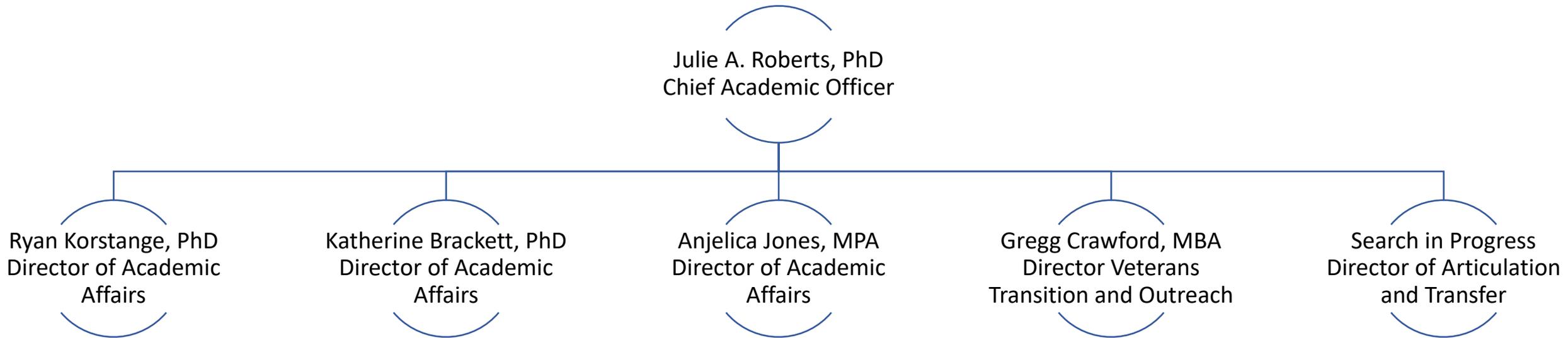**Academic Programs Training**
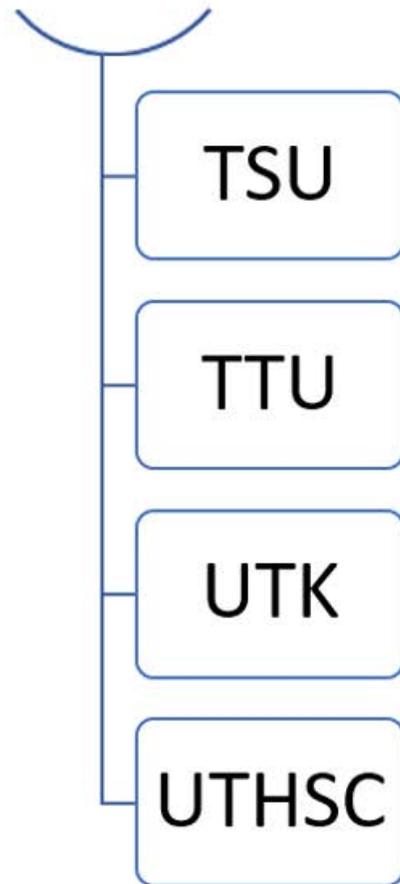
September 29, 2022

Overview

1. Bureau of Academic Affairs & Student Success
2. Academic Affairs Policy Changes
3. New Academic Programs Approval Process
4. Academic Program Modifications
5. Academic Actions Notifications
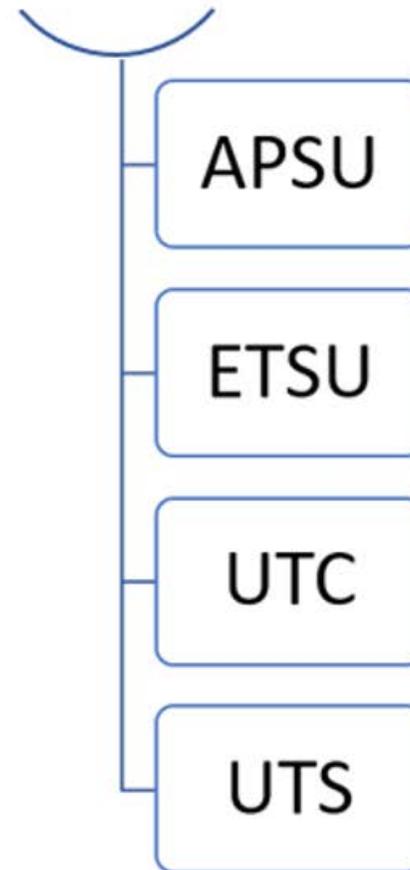
THEC

Academic Affairs & Student Success

Julie A. Roberts, PhD
Chief Academic Officer

Ryan Korstange, PhD
Director of Academic
Affairs

Katherine Brackett, PhD
Director of Academic
Affairs

Anjelica Jones, MPA
Director of Academic
Affairs

Gregg Crawford, MBA
Director Veterans
Transition and Outreach

Search in Progress
Director of Articulation
and Transfer

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Campus Liaisons

Ryan Korstange
- TSU
- TTU
- UTK
- UTHSC

Katie Brackett
- APSU
- ETSU
- UTC
- UTS

Angelica Jones
- MTSU
- UTM
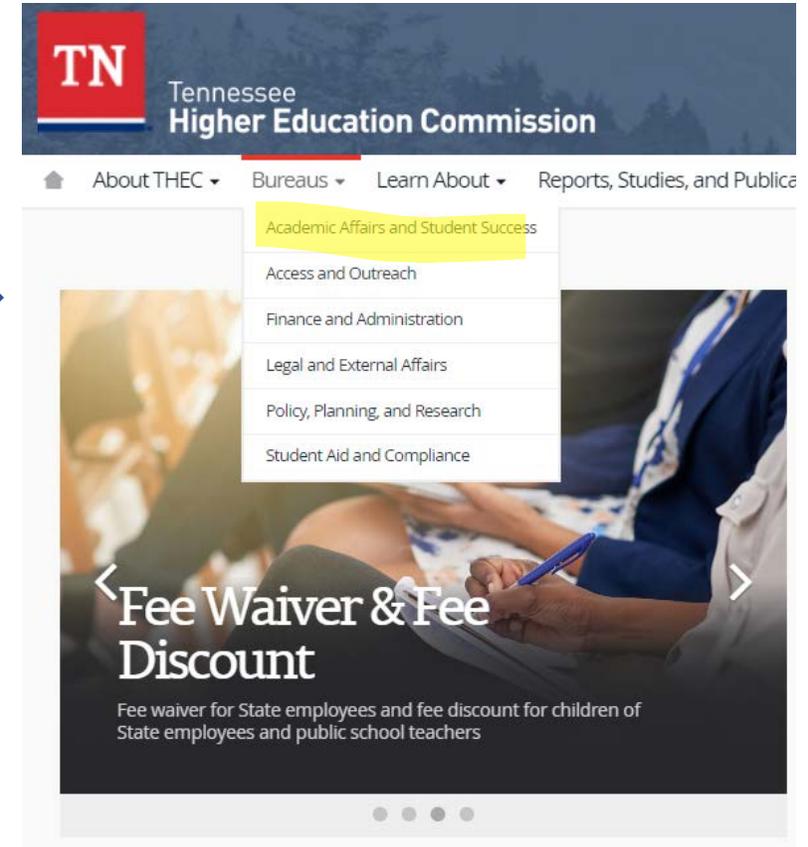- U of M
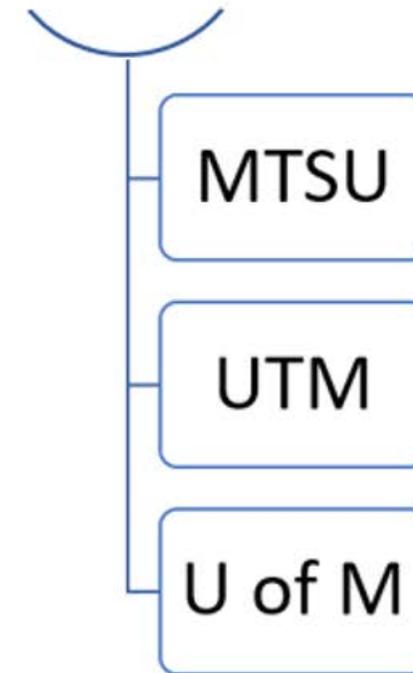
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THEC Academic Policies
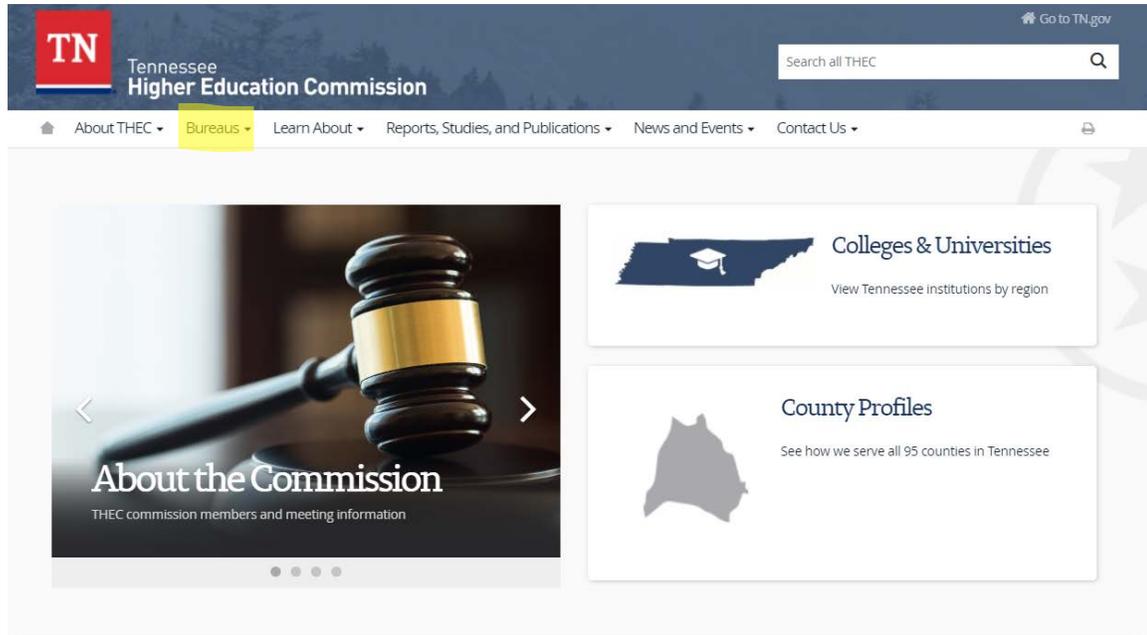
1. **New Academic Programs: Approval Process**
2. **Academic Program Modifications**
3. **Academic Actions Notification**
4. Expedited Academic Programs: Approval Process
5. New Academic Units

Policy Changes

- New Academic Programs, Academic Program Modifications, and Academic Actions Notification policy revisions approved July 2022
    - New Academic Programs: Approval Process
    - Academic Program Modifications
    - Academic Actions Notification

- New Checklists
    - Letter of Notification
    - New Academic Program Proposal
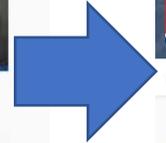   - Academic Program Modifications

THEC

THEC Website

https://www.tn.gov/thec.html

https://www.tn.gov/thec/bureaus/academic-affairs.html

New Academic Programs: Approval Process

Overview

Changes: New Academic Programs

- Removal of certificates
- Does not require second institutional board approval
- New process for requesting exemption to expiration dates
- Added expiration date for submitted but not approved LON
- Added notification requirements about SACSCOC approval or denial of new programs
- Revised the financial projections form
- New submission process – through Formstack.

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Overview: New Academic Program Process

1 Approval
- University Board of Trustees *-or-* System Board of Trustees*

2 Letter of Notification
- Overview
- Background
- Feasibility
- Projections
- Costs
- Revenues

3 New Academic Program Proposal
- Revised Letter of Notification
- Timeline
- Curriculum
- Students
- Resources

4 External Review
- Reviewer Selection
- Site Visit
- Reviewer Report
- Institutional Response

5 Commission Action
- Campus presentation at quarterly Commission meeting

* Note: institutional policies on required approval differ, all proposals are subject to local board policies.

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Letter of Notification (LON)

Overview: The LON provides foundational information about the New Academic Program being proposed and justifies a need for the program.

Critical Information:

- Clear overview of the program being proposed
- Detailed feasibility study
- Estimate of cost and revenue

LON Checklist

Academic Policies, Checklists and Forms

New Academic Programs	Expedited New Academic Programs	Program Modifications

Academic Actions Notification	New Academic Units	Off-Campus Instruction	Other Academic Policies

- Academic Policy A1.0 - New Academic Programs: Approval Process
- New Academic Program Approval Process - LON Checklist
- New Academic Programs Approval Process - NAPP Checklist
- New Academic Programs LON & NAPP Submission Link
- THEC Financial Projection Form
- External Reviewer Selection and Site Visit Guidelines
- Virtual Site Visit Guidelines
- Resource Guide: Feasibility Studies

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Letter of Notification (LON) Checklist
Policy A1.0 New Academic Programs: Approval Process

A Letter of Notification (LON) must be submitted to the Tennessee Higher Education Commission (THEC) to develop new academic programs as outlined in THEC Policy A1.0 – New Academic Programs: Approval Process. The LON should include all items in checklist below and must be accompanied by a letter from the appropriate President or Chancellor signifying support for development of the proposed program and confirming governing board approval.

Completed LONs will be uploaded as PDF files through the New Academic Program Formstack. All documents should be continuously paginated (including all appendices) and should include a table of contents. Please format the document to include each element from the checklist as a heading.

Section I: Overview

Program information

- Provide the institution name, proposed academic program and concentration(s), degree designation, proposed CIP code, CIP code title, and CIP code definition.

Academic program liaison name and contact information

- The academic program liaison will serve as the information resource for the proposed academic program at the institution.

Proposed implementation date

- The proposed implementation date should provide a realistic estimate of when the program will have gone through all of the approval steps, including Commission approval, and be ready to enroll students.

New Academic Program Proposal (NAPP)

Overview: A full, coherent, detailed description of the proposed program.

Critical Components:

- Revised LON
- Detailed description of program curriculum
- Identification of resources available to support students who enroll
- Campus resources that will be leveraged to deliver the program

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NAPP Checklist

Academic Policies, Checklists and Forms

New Academic Programs	Expedited New Academic Programs	Program Modifications
Academic Actions Notification	New Academic Units	Off-Campus Instruction	Other Academic Policies

- Academic Policy A1.0 - New Academic Programs: Approval Process
- New Academic Program Approval Process - LON Checklist
- New Academic Programs Approval Process - NAPP Checklist
- New Academic Programs LON & NAPP Submission Link
- THEC Financial Projection Form
- External Reviewer Selection and Site Visit Guidelines
- Virtual Site Visit Guidelines
- Resource Guide: Feasibility Studies

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New Academic Program Proposal (NAPP) Checklist
Policy A1.0 – New Academic Programs: Approval Process

A New Academic Program Proposal (NAPP) must be submitted to the Tennessee Higher Education Commission (THEC) as outlined in THEC Policy A1.0 – New Academic Programs: Approval Process. The NAPP is to be submitted in its entirety to THEC at the time the campus seeks to request an external review and should follow the structure of the checklist below.

Completed NAPPs will be uploaded as PDF files through the New Academic Program Formstack. All documents should be continuously paginated (including all appendices) and should include a table of contents. Please format the document to include each element from the checklist as a heading.

Letter of Notification (LON)

The most current version of the LON (Sections I-VI) must appear as the first section of the NAPP and should be adjusted to align with subsequent sections of the NAPP. *Please note:* the THEC Financial Projections Form and associated budget narrative should be updated to reflect any program adjustments to the program after the approval of the LON.

Section VII: Implementation Timeline

Provide an implementation timeline for the proposed program that includes:
- Accreditation considerations and timeline for the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
- Accreditation considerations and timeline for professional disciplinary accreditation organizations.
- Proposed dates for the external review site visit.
- Estimated date of submission of the external review report to THEC and the institution (within 30 days after the site visit).
- Estimated date of institution's response to external review (within 30 days upon receipt of external reviewer report)
- Proposed date of the THEC meeting for the academic program to be considered for Commission approval.

Resources

Program Approval and Academic Policies

Academic Policies, Checklists and Forms
Policies and forms related to academic programs in TN are listed here.

Resources
Resources for academic programs are found here.

Academic Policies, Checklists and Forms

| New Academic Programs | Expedited New Academic Programs | Program Modifications |

| Academic Actions Notification | New Academic Units | Off-Campus Instruction | Other Academic Policies |

- Academic Policy A1.0 - New Academic Programs: Approval Process
- New Academic Program Approval Process - LON Checklist
- New Academic Programs Approval Process - NAPP Checklist
- New Academic Programs LON & NAPP Submission Link
- THEC Financial Projection Form
- External Reviewer Selection and Site Visit Guidelines
- Virtual Site Visit Guidelines
- Resource Guide: Feasibility Studies

Resources

| Resources | Contacts |

- Chief Academic Officers
- Institutional Mission Profiles
- Academic Program Inventory
- Post-Approval Monitoring Report
- Supply and Demand Report
- Doctor of Nursing Practice Feasibility Report
- Doctor of Nursing Practice Taskforce Report
- Law School Feasibility Report (October 2018)
- Program Actions
- 2021 Academic Program Productivity Review
- THEC/MTSU General Education Summit 2019

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Formstack

- [New Academic Program Proposal Submission](#)
- [https://stateoftennessee.formstack.com/forms/new_academic_program_checklist](#)

THEC

New Academic Program Proposal Document Submission

As outlined in THEC Policy A1.0 – New Academic Programs: Approval Process, new academic programs proceed through a multi-step, sequential process before they are considered by the commission for approval. This Formstack is used to submit documents that are required throughout the approval process, including: (1) Letter of Notification, (2) Revised Letter of Notification, (3) New Academic Program Proposal, and (4) Revised New Academic Program Proposal.

A checklist describing specific requirements for both the Letter of Notification and the New Academic Program Proposal are provided on the THEC Academic Affairs website.

Note: Opportunities for file upload appear once the type of submission is selected.

**Name of person completing the form*

First Name	Last Name

**Email of person completing the form*

**Phone number of person completing the form*

**Type of Submission*
○ Letter of Notification
○ Revised Letter of Notification
○ New Academic Program Proposal
○ Revised New Academic Program Proposal

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Program Overview

Institution*

Proposed program name*

Proposed concentration(s) - if no concentrations are proposed please indicate with "not applicable"*

Proposed degree designation*

Proposed federal CIP code*

Comments (Optional)

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Letter of Notification

A Letter of Notification (LON) must be submitted to the Tennessee Higher Education Commission (THEC) to develop new academic programs as outlined in THEC Policy A1.0 – New Academic Programs: Approval Process. The LON should include all items in checklist and must be accompanied by a letter from the appropriate President or Chancellor signifying support for development of the proposed program and confirming governing board approval.

Completed LONs should be uploaded as PDF files, continuously paginated (including all appendices) and include a table of contents. Please format the document to include each element from the checklist as a heading.

Letter of Notification (LON) Document - PDF*
Choose File | Remove File | No File Chosen

THEC Financial Projections Form - Excel*
Choose File | Remove File | No File Chosen

Revised Letter of Notification

A revised LON must address all comments from the THEC Staff Evaluation and include a crosswalk of changes, uploaded as a separate PDF. The crosswalk document must include summarized responses to each question/comment from the THEC staff evaluation, and include reference to specific pages in the LON that have been revised. Additionally, any changes outlined in the crosswalk should be highlighted in the revised LON document.

The revised LON should be uploaded as a PDF file, be continuously paginated (including all appendices), and include a table of contents. Please format the document to include each element from the checklist as a heading.

Revised Letter of Notification (LON) Document - PDF*
Choose File | Remove File | No File Chosen

Crosswalk of changes to revised LON - PDF*
Choose File | Remove File | No File Chosen

THEC Financial Projections Form - Excel*
Choose File | Remove File | No File Chosen

THEC

New Academic Program Proposal (NAPP)

A New Academic Program Proposal (NAPP) must be submitted to the Tennessee Higher Education Commission (THEC) as outlined in THEC Policy A1.0 – New Academic Programs: Approval Process. The NAPP is to be submitted in its entirety to THEC at the time the campus seeks to request an external review and should follow the structure of the checklist.

Completed NAPPs should be uploaded as PDF files, be continuously paginated (including all appendices), and include a table of contents. Please format the document to include each element from the checklist as a heading.

New Academic Program Proposal (NAPP) Document - PDF*
[Choose File][Remove File] No File Chosen

THEC Financial Projections Form - Excel*
[Choose File][Remove File] No File Chosen

Proposed external reviewers - PDF*
[Choose File][Remove File] No File Chosen

Revised New Academic Program Proposal (NAPP)

A revised NAPP must address all questions, concerns, and recommendations identified in the external reviewer's report, along with any questions from the THEC Staff NAPP Evaluation. A crosswalk of changes from both the external reviewer's report and the THEC staff evaluation must be uploaded as a separate PDF document. The crosswalk document must include summarized responses for each change and include reference to specific pages in the NAPP that have been revised. Additionally, any changes outlined in the crosswalk should be highlighted in the revised NAPP document.

The revised NAPP should be uploaded as a PDF file, be continuously paginated (including all appendices) and include a table of contents. Please format the document to include each element from the checklist as a heading.

Revised New Academic Program Proposal (NAPP) Document - PDF*
[Choose File][Remove File] No File Chosen

Crosswalk of changes to revised NAPP - PDF*
[Choose File][Remove File] No File Chosen

THEC Financial Projections Form - Excel*
[Choose File][Remove File] No File Chosen

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Additional Attachments, If Necessary

File

[Choose File] [Remove File] No File Chosen

Save and Resume Later

Submit Form

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Questions:
New Academic Programs

THEC

Academic Program Modifications

Overview

THEC

APM Overview

Overview: Academic Program Modification requests are completed when changes (as defined by policy) are made to previously-approved programs listed in the Academic Program Inventory (API).

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Changes from previous APM Policy

- Addition of four criteria for modifications
  - Adding a degree designation
  - CIP code changes
  - Program consolidation
  - Joint program created from existing programs

- Approved program modifications subject to Quality Assurance Funding (QAF) rather than Post-Approval Monitoring (PAM)

THEC

Situations requiring an APM request:

Adding a degree designation to an existing program	Changing an academic program degree designation	Changing an approved program's CIP Code
Establishing a free-standing program from an existing concentration	Consolidating two or more existing programs into a single program	Creating a joint program from existing programs

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Steps for Submitting an APM

Review checklist to determine necessary information → Submit via Formstack → THEC review

Using the Checklists

Formstack

To view: [Academic Program Modification Formstack](#)

- https://stateoftennessee.formstack.com/forms/new_academic_program_checklist

- Dynamic form (adjusts based on selections) that includes standard required fields, plus additional fields/documentation depending on the APM request type.

- All fields are required and should be filled appropriately

- Review the checklist prior to completing the form so you have the necessary documentation and information

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Navigating to Formstack for APM

How to Save and Return to Formstack

Additional Information

If necessary, please provide additional information.

If necessary, provide additional uploads.

Choose File | Remove File | No File Chosen

Save and Resume Later

Submit Form

Save and Resume Later

Are you sure you want to leave this form and resume later?

Cancel   **Save and get link**

Save and Resume Later
Please copy the link below and save it in a safe place. You can use this link any time within the next 30 days to resume answering questions on the form. Upon visiting this save and resume link, signatures and file uploads will need to be resubmitted.

Without the link, the data you have entered cannot be retrieved, and you will have to start filling out the form at the beginning.

https://stateoftennessee.formstack.com/forms/?i-11656887-LR7MYpdRWa

Want us to email you this link? Enter your email below and click 'Send save and resume link'.

Your email address

Send save and resume link

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Questions:
Academic Program Modifications

THEC

Academic Actions Notification

Overview

THEC

Changes to Academic Actions Notification

- Name changes need to retain current CIP code
- Removed consolidation of two or more programs
- Included TCAT language in the policy
- Removed exemptions to inactive status
- Added language to create flexibility for campuses to submit notifications outside of the scheduled reporting timeframe.

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Other Academic Actions Notifications

- Establishment of a certificate program
- Name change of an existing concentration
- Establishment of a new concentration
- Any change in the number of a program's hours
- Extension to an approved off-campus center
- Change to the primary delivery mode for a program
- Reactivation of an inactivated program or concentration
- Termination of an academic program or concentration

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Steps for Submitting an Academic Action Notification

| Complete the appropriate form | → | Submit to Academic Programs email | → | THEC review |

Submitting Academic Actions Forms

Academic Policies, Checklists and Forms

| New Academic Programs | Expedited New Academic Programs | Program Modifications |

| Academic Actions Notification | New Academic Units | Off-Campus Instruction | Other Academic Policies |

- Academic Policy - A1. 5 Academic Actions Notification
- A15A Establish Certificate Program Form
- A15B Program Name Change Form
- A15C Concentration Name Change Form
- A15D New Concentration within Existing Program Form
- A15E Change SCH Existing Program Form
- A15G Extension of Program to Approved Center Form
- A15H Change of Instructional Delivery Mode Form
- A15I Inactivation of Program or Concentration Form
- A15J Reactivation of Program or Concentration Form
- A15K Termination of Program or Concentration Form

Form A1:5A

THEC

Policy A1.5 Academic Actions Notification
Form A1:5A: Establishment of a New Certificate

Reporting Schedule Notification 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

Instructional Delivery Mode: Descriptions below refer only to the way the actual instructional contact hours each week are delivered. Using technology for some homework assignments or using technology in a face-to-face class is not counted toward the amount of direct instruction delivered using technology.
- **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.

Institution: _____

Certificate Level: _____ Undergraduate _____ Graduate

6 Digit Federal Program CIP Code *(XX.XXXX):* _____   **Semester Credit Hours:** _____

Certificate Title: _____   **Degree Designation:** _____

Delivery Mode: _____

Institutional or Governing Board Approval Date *(month/year)*: _____

Implementation Date *(month/year)*: _____

Provide a description of the certificate program, including a list of course titles and descriptions.

_____   _____
Chief Academic Officer Signature *(electronic signature acceptable)*   **Date**

***Please submit forms to:
academic.programs@tn.gov

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Questions:
Academic Actions

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THEC | THANK YOU