

INSTRUCTIONS FOR THE COMPREHENSIVE LIST OF ALL PROGRAMS FORM

THE COMPREHENSIVE LIST OF ALL PROGRAMS FORM EXCEL FILE MUST BE RETURNED ON A THUMB DRIVE. LABEL THE THUMB DRIVE WITH YOUR INSTITUTION CODE. ANY PROGRAM INFORMATION THAT IS INCORRECT SHOULD BE CHANGED AND ANY PROGRAM YOU CURRENTLY OFFER THAT IS NOT ON THE FORM MUST BE ADDED. YOU MUST ENTER ALL INFORMATION ON THE FORM THAT IS NOT PRE-POPULATED. ADDITIONALLY, PLEASE HIGHLIGHT ALL CHANGES AND ADDITIONS IN YELLOW.

INSTITUTION CODE

- ▶ You must enter your institution's code. All institutional codes can be located on the THEC website at: http://www.tn.gov/assets/entities/thec/attachments/Institution_Codes_Web_FINAL_7-25-2016.pdf
- ▶ **If your institution has never been authorized by THEC this field should be blank; an institutional code will be assigned once Optional Expedited Authorization (OEA) is received.**

INSTITUTION NAME

- ▶ You must enter your institution's name.

ADDRESS

- ▶ You must enter your institution's address.

DPSA ASSIGNED PROGRAM CODE

- ▶ The program codes must be entered exactly as they appear on the document titled "Program Codes" on the THEC website at: http://www.tn.gov/assets/entities/thec/attachments/Program_Codes_by_Institution_Web_Final_7-25-2016.pdf
- ▶ Please note the program code is a unique identifier that is specific to the program name, credential, and institutional location. Please do not enter the same program code for different program names.
- ▶ **If your institution has never been authorized by THEC or you have not notified THEC of a program, this field should be blank; program codes will be assigned once Optional Expedited Authorization (OEA) is received.**

PROGRAM NAME

- ▶ You must enter the name of the program.

CLASSIFICATION OF INSTITUTIONAL PROGRAMS (CIP) CODE

- ▶ The CIP provides a taxonomic scheme that supports the accurate tracking, assessment and reporting of fields of study and program completions activity.
- ▶ The CIP 2010 codes must be entered exactly as they appear on the Institute of Education Science, National Center for Education Statistics' website at: <https://nces.ed.gov/ipeds/cipcode/>

CREDENTIAL OFFERED

- ▶ Enter the name of the credential being offered.

PROGRAM LENGTH

- ▶ For programs of less than 7 days in length, please indicate in days (e.g. 5 days); for programs of less than 4 weeks, please indicate in weeks (e.g. 3 weeks); for the remaining programs, indicate in months (e.g. 36 months).
- ▶ Indicate the length of the program as it is offered on a full-time and or part-time basis.

DELIVERY MODE

- ▶ Indicate whether the program delivery mode is:
 - Blended = May be offered in both a distance learning and residential format
 - Distance Learning = Is only offered in a distance learning format.
 - Residential = Is only offered in a residential format.

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TYPE OF TERM USED

- ▶ Indicate the type of term that is utilized by your institution:
 - Quarter
 - Semester
 - Contact Hours
 - Trimester
 - Correspondence

CREDIT HOURS

- ▶ Indicate how many credit hours must be obtained to complete each program.
- ▶ **If your institution does not offer credit hours this field should be blank.**

CONTACT HOURS

- ▶ Indicate how many contact hours must be obtained to complete each program.
- ▶ **If your institution does not offer contact hours this field should be blank.**

TUITION

- ▶ Indicate the cost of tuition for each program.
- ▶ Tuition is any fee involving the student, actually charged or tracked as a bookkeeping item for instruction provided.

OTHER PROGRAM COST

- ▶ Indicate the other program cost for each program.
- ▶ Other program cost include the cost of books and any required equipment purchase such as scrubs or art supplies that is not included in tuitions.

PROGRAM STATUS

- ▶ Indicate whether the program status is :
 - Active = The program is currently operating and available for students to enroll into it.
 - Inactive = The program has no students currently enrolled and is not currently accepting new students.
 - Discontinued = The program has no students enrolled and will no longer be offered by your institution.
 - Teaching Out = The program will be discontinued, as defined above, after all students complete the program; no new students will be enrolled.

PROGRAMMATIC ACCREDITATION REQUIRED

- ▶ Indicate whether or not (yes or no) programmatic accreditation is required.
- ▶ Indicate yes if Tennessee law requires a program to have programmatic accreditation in order for completers of the program to be employed in the field or to be licensed, certified, registered or receive similar recognition in order to be employed in the field.
- ▶ **If you indicate yes, you must attach an approval letter for each program from the appropriate agency.**

LICENSURE OR TN SUBJECT MATTER EXPERT (SME) AGENCY APPROVAL REQUIRED

- ▶ Indicate whether or not (yes or no) licensure or Tennessee SME approval is required.
- ▶ Indicate yes if Tennessee law requires a SME agency approval or if the program is designed to train a student for employment in a field where a license, certification, registration or similar recognition is required in order to be employed in that field. For example, nursing programs must be approved by the Tennessee Board of Nursing, certain education programs must be approved by the Tennessee Department of Education, and Massage Therapy programs must be approved by the Board of Massage Licensure.
- ▶ **If you indicate yes, you must attach an approval letter for each program from the appropriate agency.**