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**Academic Actions Notification Checklist, Policy A1.5:**

***Name Change of an Existing Academic Program***

In alignment with the statutory responsibility of the Tennessee Higher Education Commission (THEC) to review and approve new academic programs, THEC staff maintain the API. The API includes a listing of all academic programs by degree designations, associated concentrations, credit hours, off-campus locations, delivery modes, access to Academic Common Market, and other fields. To maintain the accuracy of the API, institutions must notify THEC of academic program actions as specified in THEC Policy A1.5.

In order to submit academic action notifications, all parts of the appropriate checklist (as delineated below) must be submitted through Formstack. Notifications must be submitted no later than dates listed below.

* May 15 for all actions approved between January 1 and April 30
* August 15 for all actions approved between May 1 and July 31
* January 15 for all actions approved between August 1 and December 31

Please note, notifications may be submitted outside of these dates, and completed requests will be reviewed on a rolling basis.

**Academic Action Notification Checklist – Please complete all information requested. This info will be transferred to the THEC Formstack platform when the Notifications are submitted by the Office of the Provost to THEC.**

1. **Name & email of person completing the form if there are questions from the Provost’s Office.**
2. **Programmatic Accreditor (if applicable)**

* If the program is currently accredited or seeking accreditation, please indicate the programmatic accreditor and status.

1. **Date Approved by UUC or UCGS**

* Date must be in the following format: MM/DD/YYYY

1. **Implementation Date – typically for Fall semester, as in 08/15/20xx**

* Date must be in the following format: MM/DD/YYYY

1. **Federal Classification of Instructional Program (CIP) Code, taken from the THEC Academic Program Inventory (API)**

* CIP should appear in six-digit format (XX.XXXX) [API Search - Dashboard (tn.gov)](https://thec.ppr.tn.gov/AcademicProgramInventorySearch)

**Academic Action Notification Checklist**

**Institution name**

**Name and email of person completing the form**

**Letter of support for the proposed program from the Chief Academic Officer**

* You may submit one letter of support from your institutional CAO for all academic actions submitted on the same date, but the letter must be uploaded to each notification submitted.

**Programmatic Accreditor (if applicable)**

* If the program is currently accredited or seeking accreditation, please indicate the programmatic accreditor and status.

**Institutional/Governing Board Approval (if applicable)**

* Date must be in the following format: MM/DD/YYYY

**Implementation Date**

* Date must be in the following format: MM/DD/YYYY

**Federal Classification of Instructional Program (CIP) Code**

* CIP should appear in six-digit format (XX.XXXX) unless trailing digits are required to distinguish from existing programs of the same level

**Additional requirements by type of Academic Action Notification**

**Name change of an existing academic program**

*(Name changes must retain the current NCES CIP code and be aligned with the corresponding definition.)*

* Current program title
* Approved new program title
* Degree designation
* Explanation of the rationale for the program name change