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

***Establishment of a New Certificate 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)

**Additional requirements by type of Academic Action Notification – Please provide complete information**

**Establishment of a certificate program**

* Certificate title
* Certificate level (undergraduate or graduate)
* Total semester credit hours
* Degree designation
* Delivery mode *(\*See below for definitions)*
* Description of the certificate program, including a list of course titles and descriptions.
* Description of how the certificate responds to state, regional, and/or institutional workforce needs (**this must be completed)**
* List the department(s) and college(s) that will house the new certificate

\*Delivery Method Definitions:

* + 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.