

The following program modifications require Pellissippi State and Tennessee Board of Regents (TBR) review and approval:

- Consolidation of existing academic majors
  - Extension of an academic major to an off-campus site
  - Inactivation and reactivation of Academic Degree Majors, Technical Certificates, and Minors
  - Modification of the title of an Academic Degree Program, Minor, or Concentration
  - Changes in academic degree designation
  - Termination of Academic Degrees, Degree Majors, Technical Certificates, Minors, and Concentrations
  - Substantive revision of the curriculum of an existing major (affecting 18 credit hours or more since the program was originally proposed or last modification was approved)
  - Revision of admissions (see also TBR Guideline A-015), retention, and/or graduation policy
  - Converting an on-ground program to fully online delivery format
  - Reorganization resulting in a new academic unit
- Definitions of academic actions described above are as follows:

Consolidation of Existing Academic Programs

The consolidation of programs is the process of combining two or more existing academic degree or certificate programs as defined in the College's academic inventory to form a single program and the termination of the programs that were so combined.

Extension of a Program to an Off-Campus Location

Extension refers to the process of offering a complete academic degree or certificate program at an approved off-campus location.

Inactivation of an Academic Degree Major, Technical Certificate, or Minor

Inactivation is the process of discontinuing the enrollment of students in an approved major, certificate, or minor program while maintaining the program in the College's academic inventory. Concentrations within a major may not be inactivated unless the entire major is inactivated. Upon approval by the TBR, a program may remain inactive for a maximum of three (3) years, at which time the college must either reactive or terminate the program.

Reactivation of an Inactive Academic Program

Reactivation is the process of resuming enrollment of students in the program that was formally placed on inactive status.

Modification of the title or name of an Academic Major, Technical Certificate, Minor, or Concentration

A change in the name or title is the alteration of the current approved title or name as reflected in the academic inventory.

Change in Degree Designation for Existing Programs

Changes in degree designation include:

- A. the addition of an alternative degree at the same level with only minor curricular modifications;

- B. replacement of an existing degree with another degree at the same level with or without minor curricular modifications; or
- C. discontinuation of one of the alternative degrees designated for a program.

Termination of an Academic Degree Program, Technical Certificate, Minor or Concentration

Termination is the process of removing a degree program, technical certificate, minor, or concentration from the approved academic inventory. Termination of an academic degree or technical certificate program is always accompanied by a phase-out period of suitable length to permit students who have begun the program to complete it within reasonable time. Terminations of minors, concentrations, once approved are effective as of the date proposed.

The process of preparing program modifications is as follows:

- A. A possible need for the proposed modification is identified. The President shall inform the Chancellor by means of a Letter of Intent of the following:
  - 1. the nature, purpose and scope of the intended action;
  - 2. the expected date upon which the required proposal will be submitted; and
  - 3. the intended implementation date.
- B. The appropriate Academic Department Dean shall coordinate the development of the proposal in the appropriate format to include approval by the Program Advisory Committee - the proposal should be accompanied with a Pellissippi State Curriculum Change form. NOTE: Proposal formats are available in Policy No. 03:04:04, Academic Program Proposals
- C. The proposal shall be sent to the Curriculum Development Committee for review and recommendations.
- D. Upon Curriculum Development Committee review, the committee shall 1) recommend the proposal for implementation as described, 2) recommend the proposal not be implemented, or 3) conditionally recommend the proposal for implementation. The Curriculum Development Committee Chair shall forward the proposal and the committee's formal recommendation(s) to the Director of Curriculum and New Program Development. Proposals and recommendations are forwarded by the director to the Vice President of Learning who reviews and recommends to the President of the College.
- E. The president shall submit the proposal to TBR for staff review and approval.
- F. The President shall represent the College before the Tennessee Higher Education Commission (THEC) for those academic actions requiring THEC approval.
- G. When appropriate approvals are received, the Vice President of Learning shall manage the implementation of the academic action.

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Source: TBR Policy 2:01:01:00; TBR Guideline A-010  
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