

2024-2025 #02 Academic Program Intake Form

Other

General Catalog Information



Department:*

Level:*

Undergraduate Graduate

Program Type:*

Title:*

Justification:*

Proposed Implementation Date:

Please see the [Implementation Timeline](#) to assist you in determining the earliest implementation date available for your proposal.

Semester*

Year*

Below is a list of changes that require completion of the Academic Program Intake form. Please select the appropriate box or boxes for the proposal you are creating.

Initiating a new:

- Major
- Concentration
- Minor
- Certificate

Initiating a new certificate:

- ...at a new, off-campus site.
- ...that is 24 SCH or less
- ...that is more than 24 SCH

Initiating a new relationship with another institution:

- ...Joint Academic Award: student studies at 2+ institutions and is awarded single credential.
- ...Dual Academic Award: student studies at 2+ institutions and is awarded separate credentials.
- ...Cooperative Academic Arrangement: arrangement with an entity(entities) to deliver content and transcribes by APSU as it's own credit

Initiating coursework at an off-campus site (including early college, high school & dual enrollment programs offered at a high school) where a student can obtain:

- ...50% or more of the credits toward a program or certificate.
- ...25-49% of the credits toward a program or certificate.

- ...24% or less of the credits toward a program or certificate.

Initiating a change to a current program:

- ...change to degree designation.
- ...consolidating or merging two existing programs.
- ...change of or addition to program delivery method
- ...increasing or decreasing the length of a program by 25% or more of the credits required for the program or certificate.

Inactivating a program:

- ...inactivating an existing program.
- ...reactivating an existing program that has been inactivated.

Inactivation of a program means you are not currently going to offer the degree but it is still official on the records should you wish to offer it again. A degree is able to stay in inactive status for three years, at which time had it not been reactivated, the degree will automatically be terminated.

Terminating a program:

- ...with internal teach-out plan.
- ... with teach-out agreement with another institution.

Terminating a degree means you are completely deleting the program from your records. Should the program ever need to be taught again or reestablished, you would need to start the approval process over from the very beginning, as though it had never previously existed.

Additional options:

- ...initiating program/courses through cooperative agreement
- ...initiating degree completion program.
- elevating a concentration to a stand-alone major

If you plan to offer a program "at a new, off-campus site", please provide answers to the following:

Street address of site:

Property owner's name (company/ organization):

Provide a brief description of the proposed change.

Please provide a brief description of your proposed change.*

Total # of credit hours of program:*

Similar programs at APSU:*

The following questions only apply for new Academic Programs (Majors, Concentration, Minors or Certificates).

of new full-time and part-time faculty needed:

Credentials required of faculty:

Has APSU previously credentialed faculty in this discipline/subject?

Yes No

of new courses to be added to the APSU Bulletin:

Number of existing courses to be utilized in the proposed program*

Please list the names of the existing program(s) that allow these existing courses to count toward degree completion.*

Are additional library resources needed to support the program?

Yes No

Extent and cost of new library or other learning resources to support the program or site:

What Instructional Technology support and resources do you have or need to develop this course? *

This information will correspond to your Instructional method. If you will not utilize any technology resources for this course, please respond with not applicable or will not be utilized.

Estimated cost of new equipment or facilities to support the new program or site:

Type of funding/ resource base for program or site:

Anticipated date of University Curriculum Committee approval:

Desired date to admit first group of students:

Anticipated semester and year that you plan to offer first classes in the proposed program or at the new site:

Is this program based on a written agreement/ contract (e.g. Military, aviation)?

Will this proposal require Teacher Education Council approval*

Yes No

Curriculum Information

Please list all courses, new and existing, to be utilized in the proposed program. The course information should include: Course subject, title, and description.

Course listing for proposed program:*

Below is a list of changes requiring Provost and University Curriculum Committee (UCC) approval:

- Creating a new certificate utilizing one or more new courses
- Creating a new concentration or minor
- Change or add a degree designation to an existing program (BA to BFA or BS added to a BA program)

- Elevating an existing concentration to a stand alone degree
- Creating a new program
- Creating a certificate that will required more than 24 credit hours

Substantive Change

The Academic Intake Form is designed to assist Academic Affairs in determining if your submission may require notification to or approval by SACSCOC prior to implementation. Below is a list of common substantive changes based on the SACSCOC [Substantive Change Policy](#):

Notifications

- adding a method of delivery to a program
- creating a new program if only 25% to 49% of the content is new
- offering 25% to 49% of a program at an off-campus location

Approvals

- new program where 50% or more of the content is new
- closing a program
- changing a program's length by 25% or more and extending completion time
- off-campus site closure
- offering 50% or greater of a program at an off-campus location

Substantive Change Restriction

If APSU is on Sub change restriction, the originator will be notified and it would require the list of approvals noted below.

Institutions on restriction are also subject to the following:

- all off-campus instructional site changes will require approval through extensive review pathway where 50% or more of a program is offered approval of new programs with 25% new content (as opposed to 50%)

- approval of change in program length is program credit hours increase or decrease by 25% (verses 25% and if it impacts time of completion)
- approval to add a delivery method to an existing program (verses a notification)
- approval to initiate a program desired for prior learning (verses a notification)
- approval of an agreement with an entity not certified to participate in U.S. Department of Education title IV programs to deliver less than 25% of a program's content (verses a notification)

Does this intake form meet the criteria listed above for Provost and UCC approval?*

Yes No