

## **02-02-00 Academic Program Development Policy**

### **PURPOSE**

The purpose of this policy is to outline the process for program development.

### **DEFINITIONS**

N/A

### **POLICY/GUIDELINE**

Guidelines for establishing a new instructional program at Nashville State comply with Tennessee Board of Regents Guidelines [A-010](#) and Policy [2:01:01:00](#). Nashville State's Curriculum Committee Manual is available in the Academic Affairs Public Folder in Outlook and on SharePoint. The following suggested steps outline the process for proposing new programs:

1. Investigate the need and feasibility of a new program through discussions with advisory committees, professional groups, employers, and TBR staff.
2. Design the necessary curriculum.
3. Survey business/industry partners to obtain input regarding the program and curriculum design.
4. Prepare the curriculum proposal for the new program in accordance with Tennessee Board of Regents Guideline [A-010](#).
5. Submit the proposed program to the Curriculum Committee for review and approval.
6. Present the approved curriculum to the Faculty Senate, the Vice President for Academic Affairs, and the President for approval.
7. Submit the approved curriculum to the Tennessee Board of Regents and, if approved, to the Tennessee Higher Education Commission (THEC).
8. Program termination and inactivation follow similar steps.

### **SOURCES**

TBR Guidelines [Program Modifications and New Academic Programs A-010](#) and [Approval of Academic Programs, Units, and Modifications: 2.01.01.00](#)

### **RELATED POLICIES**

N/A

*Approved by NSCC Cabinet 9/27/21*