

APSU Program Elevation Checklist

- Complete Curriculum Form number 2 Academic Intake Form
- Request Graduation and Enrollment numbers for each concentration in your program from Decision Support and Institutional Resource
- Complete Curriculog Form 10 Undergraduate Program Modification:
 - Items to be included in Elevation Document
 - Current and Proposed Program Name, Degree Designation and CIP Code (This CIP Code should be distinct from the current major CIP)
 - Proposed Implementation Date
 - Proposed Termination Dates for concentration proposed as a Free Standing Academic Program
 - Anticipated Delivery Site
 - Background for Proposed Academic Program Modification
 - Need for Program
 - Potential Impact for Modification on Current Program
 - Existing Programs Offered at Public and Private Tennessee Institutions
 - Enrollment and Degrees Awarded by Concentration (this would utilize the information previously requested from DSIR)
 - Student Learning Outcomes
 - Assessment Information
 - Accreditation Information – is there an accreditor, what are the requirements and a timeline if applicable
 - Current and Proposed Curriculum Requirements
 - New Courses needed
 - Curriculum Crosswalk of Proposed Curriculum to Accreditation Competencies
 - Distance Learning information
 - Current and Proposed Admission, Retention and Graduation Policies
 - Current Faculty
 - Any new Faculty
 - Finance
- If we can have any letters of support from businesses or potential employers please include that information.
- Please include any statistical data, Bureau of Labor Statistics data for job opportunities.
- We will request a letter of support from the President
- Submit information to THEC for review of elevation approval.

Note: It is imperative to be specific and detailed to include how we are able to support this elevation and how this will impact our current student population and potential student population. Additionally, THEC will be extremely interested in knowing the job market opportunities for this particular major.