

Letter of Intent vs. Letter of Notification



Letter of Intent (LOI) <i>(Followed by a Program Proposal)</i>	Letter of Notification (LON)
<p style="text-align: center;">New programs (New awards made of primarily new courses and exceeds 21 credit hours)</p>	New undergraduate certificates consisting of 6-21 credit hours and comprised primarily of existing courses.
	New undergraduate certificate or endorsement programs (21-45 credit hours) developed from an approved associate or bachelor's degree. 75% of coursework must be from existing degree program.
	New graduate certificate or endorsement programs (12-21 credit hours) developed from primarily existing graduate courses.
	New degrees created by the reconfiguration of existing undergraduate or graduate degree programs (note: existing degrees remain active)
	Addition of an option, concentration, emphasis, or focus for existing, approved programs. New courses cannot exceed 21 credit hours.
	Deletion of option, concentration, emphasis, focus, certificates, degrees, or administrative/organizational units.
	Existing certificate or degree program where 50% or more will be offered through distance technology.
	Name or CIP code changes
<p>Establishment of new administrative units that will serve as a base for faculty appointments or offer degree programs.</p>	Establishment of new administrative units that do not serve as a base for faculty appointments or degree programs.
	Change in structure of existing organizational units.
<p>New off-campus instruction centers where students can receive 50% or more of credits towards an existing certificate or degree.</p>	New instruction/research/service center fully supported by sources other than state funds.
	Existing certificate or degree program where 50% or more will be offered at an existing off-campus location.
<p>Reactivation of a certificate, degree, or administrative unit on inactive status for 5 years.</p>	<p>Placement of a certificate or degree program on inactive status OR reactivation of a certificate or degree on inactive status for less than 5 years.</p>

For complete criteria and procedures, visit <https://adhe.edu/data-publications/current-policies-academic-affairs>