

# Letter of Intent vs. Letter of Notification

Letter of Intent*	Letter of Notification**
<p>New academic programs  (new certificate or degree where 25% or more of a degree program or 50% or more of a certificate program is new coursework)</p>	Change in title of existing academic program or concentration.
	Change in CIP code of existing academic program or concentration.
	Revision of the curriculum of existing certificate or degree programs where 25% or more of a degree program or 50% or more of a certificate program is modified.
	Offering an existing certificate or degree program where 50% or more will be delivered via distance technology.
	Creation of a new certificate program where less than 50% of the curriculum is new coursework.
	Creation of a new undergraduate or graduate degree where less than 25% of the curriculum is new coursework.
	Addition of a concentration of an existing approved certificate or degree program.
	Creation of a minor consisting of a minimum of 15 semester credit hours
	Deletion of a certificate or degree program, minor, concentration, organizational unit.
	Inactivation of a certificate or degree program. Does not apply to concentrations.
<p>Establishment of new organizational units that <u>will</u> serve as a base for faculty appointments or offer degree programs.</p>	Reactivation of a certificate or degree program formerly on inactive status.
	Establishment of a new organizational unit that <u>does not</u> serve as a base for faculty appointments or degree programs.
	Establishment of a new instruction, research, or service center fully supported by sources other than state funds.
	Establishment of a new off-campus location (including concurrent education) where instruction may be delivered on-site or through distance technology. Email to all CAOs is required.
	Change in title of existing organizational units.
	Change in structure (reorganization) of existing organizational units.
	Offering an existing certificate or degree program where 50% or more will be offered at an existing off-campus location.
	Existing certificate or degree program where 50% or more will be offered at an existing off-campus location.

\* Requires email to CAOs and is followed by a proposal.

\*\*Actions affecting a published field on the Approved Programs list must be reported to ADHE.

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