

Letter of Notification Definitions



CIP Change

Change of CIP code for an existing degree where curriculum will not be modified. Can be combined with Title Change, Curriculum Revision, or Existing Program Offered by Distance Technology.

Required information:

1. Current degree title, degree code, and CIP code.
2. Proposed CIP code.
3. Effective date, term, and academic year.
4. Reason for change.

Curriculum Revision

The change of curriculum including the increase or decrease of course credit hours, addition or deletion of courses, or the addition of options, concentrations, tracks, etc. Can be combined with Title Change, CIP Change, or Existing Program Offered by Distance Technology.

Required Information:

1. Current degree title, degree code, CIP code, and % online (if applicable).
2. Current curriculum.
3. Proposed curriculum. If adding a new course, include new course description.
4. Effective date, term, and academic year.
5. Reason for change.

Deletion of Instruction, Research, or Service Institute/Center

Deletes an existing instruction, research, or service institute/center.

Required Information:

1. Title of institute/center.
2. Effective date, term, and academic year.
3. Reason for deletion.

Establishment of Administrative/Organization Unit

Creates a new administrative unit that is not the base for faculty appointments or degree programs. *For administrative units that will serve as a base for faculty appointments or degree programs, a Letter of Intent is required.*

Required Information:

1. Title of proposed administrative unit.
2. Current organization chart.
3. Proposed organization chart.
4. Effective date, term, and academic year.
5. Reason for creation/reorganization.

Establishment of New Instruction, Research, or Service Institute/Center

Creates a new instruction, research, or service institute/center that is fully supported by sources other than state funds and will terminate when non-state funds cease.

Required Information:

1. Synopsis of mission and role of institute/center.
2. Projected annual budget.
3. Physical address of institute/center.
4. Sources of funding.
5. Effective date, term, and academic year.
6. Reason for creation.

Existing Program Offered by Distance Education

Designation of an existing program being offered online. Percentage will be indicated on the Approved Programs List. Can be combined with Title Change, CIP Change, or Curriculum Revision.

Required Information:

1. Current degree title, degree code, CIP code, and % online (if applicable).
2. Proposed % online.
3. Effective date, term, and academic year.
4. Reason for change.

Existing Program Offered at an Existing Off-Campus Location

Existing off-campus location offering at least 50% of the total credits of an existing certificate or degree. This would include instances of concurrent credit in high schools.

Required Information:

1. Degree/certificate title, degree code, CIP code, and % online (if applicable).
2. Off-campus location name and address.
3. Effective date, term, and academic year.
4. Reason for change.

New Certificate Program

Creation of a new Certificate of Proficiency, Technical Certificate, or Graduate Certificate that is made of primarily existing courses. Credit hour limits are as follows: Certificate of Proficiency (6 – 21 SCH), Technical Certificate (21 – 45 SCH), and Graduate Certificate (12 – 21 SCH). *For new programs made of mostly new courses, a Letter of Intent and subsequent Program Proposal are required.*

Required Information:

1. Proposed degree title, CIP code, and % online (if applicable).
2. Proposed degree curriculum. If applicable, indicate new courses and include new course descriptions.
3. Justification/need for the new program including degree program goals, objectives, student learning outcomes, and projected enrollment of new degree.
4. Approval letter from licensure/certification entity, if required.
5. Effective date, term, and academic year.

Program Deletion

Deletion of a certificate, degree program, option, or organizational unit. Degree programs and certificates can be deleted with enrolled students. However, institutions must have a phase-out plan for those students. Deleted programs and certificates will be removed from the Approved Programs List during the academic year in which the deletion takes effect.

Required Information:

1. Current degree/certificate/option/unit title, degree code, and CIP code.
2. Effective date, term, and academic year.
3. Reason for deletion.

Program Inactivation

Changes a degree's status from A to I on the Approved Programs List. Degree programs and certificates cannot be set to an Inactive status with enrolled students. For a program to be inactive, it must be completely inactive at the campus level.

Required Information:

1. Current degree/certificate title, degree code, and CIP code.
2. Effective date, term, and academic year.
3. Reason for inactivation.

Program Reactivation

Used to set a degree or certificate's status from I to A on the Approved Programs List. Reactivations using an LON must be within 5 years of the inactive status. For reactivation greater than 5 years, institutions will have to complete an LOI and Program Proposal. Can be combined with Title Change, CIP Change, Curriculum Revision, or Existing Program Offered by Distance Technology.

Required Information:

1. Previous degree/certificate title, degree code, and CIP code.
2. Effective date, term, and academic year.
3. Reason for reactivation.

Program Reconfiguration

Creation of a new degree program by combining a portion of the curriculum of one or more existing degrees. This action will not affect the approval of the degree(s) that were reconfigured. (Degree A and Degree B reconfigured to create Degree C. Degrees A and B will remain unchanged).

Required information:

1. Current degree title(s), degree code(s), and CIP code(s) of the degree(s) in which curriculum will be used.
2. Proposed degree title, CIP code, and % online (if applicable).
3. Proposed degree curriculum. If applicable, indicate new courses and include new course descriptions.
4. Effective date, term, and academic year.
5. Justification/need for the new program including degree program goals, objectives, student learning outcomes, and projected enrollment of new degree.

Reorganization/Renaming/Deletion of Existing Administrative Units

Reorganizes, renames, or deletes existing administrative units.

Required Information:

1. Title of administrative unit.
2. Current organization chart.
3. Proposed organization chart.
4. Effective date, term, and academic year.
5. Reason for reorganization/deletion.

Title Change

Change of name only for an existing degree, certificate, major, option, track, or organizational unit where curriculum will not be modified. Can be combined with CIP Change, Curriculum Revision or Existing Program Offered by Distance Technology.

Note: words such as certified, licensed, or registered will not be permitted as they imply guaranteed licensure or certification by an entity outside of the institution.

Required information:

1. Current degree title, degree code, and CIP code.
2. Proposed title.
3. Effective date, term, and academic year.
4. Reason for change.