

Letter of Intent



A Letter of Intent must be submitted to ADHE for the creation of a new program, new organizational unit, or new off-campus instruction center. Letters of Intent must be submitted to ADHE by the established deadlines. Once a Letter of Intent has been approved by the AHECB, a Proposal for the new program or organizational unit can be presented no sooner than the following AHECB meeting. Proposals should be submitted no later than one year after LOI approval.

Please complete the Institution information below and Category 1, 2, or 3, depending on the intent.

Institution:

Name of Provost/Chief Academic Officer

Signature

Date

President/Chancellor Approval Date:

Contact Person:

Contact Person's Title:

Contact Phone Number:

Contact Email Address:

Category 1: New Degree Program

Proposed Name of Certificate/Degree Program:

Requested CIP Code:

Effective Date:

Effective Term/Year:

Brief Program Description:

Mode of Delivery (*check all that apply*):

On-Campus

Off-Campus Location* Address:

Distance Technology* Percent Online:

**If notification is required by HLC, please submit a copy of the written notification.*

Existing certificate/degree programs that support the proposed program:

Provide a copy of the e-mail notification to other institutions in the state notifying them of the proposed program. Please inform institutions not to send the response to **“Reply All”**. If you receive an objection/concern(s) from an institution, reply to the institution and copy ADHE on the email. That institution should respond and copy ADHE. If the objection/concern(s) cannot be resolved, ADHE may intervene.

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Category 2: New Academic Administrative/Organizational Unit

Proposed Name of Academic Administrative Unit:

Basis for Academic Administrative Unit (*check all that apply*):

Faculty Appointments

Offering Certificate and Degree Programs

Effective Date: Effective Term/Year:

Description of Academic Administrative Unit:

Category 3: New Off-Campus Instruction Center

A minimum of 50% of the credits for an existing certificate/degree must be offered at an off-campus instruction center.

Proposed Name of Off-Campus Instruction Center:

Effective Date: Effective Term/Academic Year:

Address of Off-Campus Instruction Center:

Justification for Off-Campus Instruction Center. Include projected annual budget for administrative and faculty resources, facilities and equipment, and written documentation on the sources of funding.:

Projected annual enrollment student enrollment:

Why is the proposed off-campus center needed if other Arkansas institutions are located in the area? Provide documentation.

Provide a copy of the e-mail notification to other institutions in the state notifying them of the proposed center. Please inform institutions not to send the response to "Reply All". If you receive an objection/concern(s) from an institution, reply to the institution and copy ADHE on the email. That institution should respond and copy ADHE. If the objection/concern(s) cannot be resolved, ADHE may intervene.

Please save and upload this form to: [File Transfer System](#)