

Letter of Notification

A Letter of Notification (LON) is required for programmatic and organizational changes that do not require Coordinating Board approval unless specifically requested. The LON, with supporting documentation, must be submitted to ADHE by the established deadlines. All proposed changes to existing programs or organizational units, as well as requests to establish new programs or organizational units, must receive approval from the ADHE Commissioner and be included on the Coordinating Board's consent agenda prior to initiation. This form outlines the criteria and procedures institutions must follow when submitting Letters of Notification.

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New Minor – attach curriculum and, if applicable, new course descriptions

New M	linor Information		
Title:		CIP Code:	Effective Date: Term & Year
In the s	space below, provide a rationale for the prop	osed action:	

Category 2: Modification of an Existing Program - select all that apply

CIP Code Change

Curriculum Revision of Program, Concentration, or Minor – attach copy of before and after curriculum

Existing Program Offered via Distance Education

Existing Program Offered at an Existing Off-Campus Location – include location's physical address

Title Change

Before Propose	d Changes			
Title:				
CIP Code:		Degree Code:		% Online: if applicable
After Proposed	Changes			
Title:				
CIP Code:	-	% Online: if applicable	-	Effective Date: Term & Year
In the space belo	ow, provide a rationale for the	proposed actio	on:	

Category 3: Deletion of Certificate or Degree Program, Concentration, or Minor

The effective date should reflect when the phase-out/teach-out begins, rather than the projected date when enrollment reaches zero.

Deletion of Certificate or Degree Program, Concentration, or Minor – Requires teach-out plan.

If a certificate or degree program currently has enrolled students, it will be assigned a $P = Phase-Out\ Delete$ status. Once enrollment reaches zero, the status will be updated to D = Delete.

Program Information			
Title:			
CIP Code:	Degree Code:		ective Date: Term & Year
Concentration CIP Code: if applicable		Concentration Code: <i>if applicable</i>	
In the space below, provid	e a rationale for the proposed acti	ion:	

Category 4: Inactivation of Certificate or Degree Program

The effective date should reflect when the phase-out/teach-out begins, rather than the projected date when enrollment reaches zero.

Inactivation of Certificate or Degree Program – Requires teach-out plan.

If a certificate or degree program currently has enrolled students, it will be assigned a F = Future Inactive status. Once enrollment reaches zero, the status will be updated to I = Inactive status for a maximum of 5 years. After 5 years, the program will be deleted.

Program Inform	ation	
Title:		
CIP Code:	Degree Code:	Effective Date: Term & Year
In the space belo	w, provide a rationale for the proposed action:	

Category 5: Reactivation of Previously Inactivated Certificate or Degree Program

A previously deleted program cannot be reactivated.

Reactivation of Certificate or Degree Program - Maintain Previous Program Review and Viability Standards

Program Inform	ation	
Title:		
CIP Code:	Degree Code:	Effective Date: Term & Year
In the space belo	w, provide a rationale for the propose	d action:

Reactivation of Certificate or Degree Program – Reset or Extend Previous Program Review and Viability Standards

To request a reset or extension of a certificate or degree program's Program Review and Viability Standards, please contact ADHE Academic Affairs (academic affairs@adhe.edu)

Category 6: New Instruction, Research, or Service Center including Concurrent Education

New Instruction, Research, or Service Center

Center <u>fully</u> supported by sources other than state funds and will terminate when non-state funding ceases. Include synopsis of center's mission and role, projected annual budget, and sources of funding.

Effective Date: Term & Year
rationale for the proposed action:

New Off-Campus Location including Concurrent Education Partners

Notification to all Arkansas public institutions is required; copy ADHE Academic Affairs staff on all correspondence. If the objection(s) or concern(s) cannot be resolved, ADHE may intervene.

New Location Informa	ation					
Center '	Type:	Instruction	Concurrent Edu	ıcation		
	Title:					
Street Add	dress:					
Initial Program(s) Off Include CIP & Degree	fered:				Effective Date: Term & Year	
In the space below, pro		tionale for the	proposed action:		Term & Teur	
eletion of Instruction,	, Research	, or Service C	enter			
Center Information						
Title:						
Department Code:				Effective Date: Term & Year		
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