

Letter of Notification

A Letter of Notification is required for programmatic and organizational changes that do not require prior review by the Coordinating Board unless requested. The Letter of Notification with supporting documentation must be submitted to ADHE by the established deadlines. All changes in existing programs/units or requests for new programs/units may be approved by the ADHE Director for immediate implementation and must be included on the agenda of the next scheduled Coordinating Board meeting. This form sets forth the relevant criteria and compliance procedures for institutions submitting letters of notification.

New or Existing Program Modification

□ Title or CIP change □ Joint Bachelor/Master's degree (3+1 or 4+1 Program)

Program reconfiguration-program created out of closely allied existing program(s) *attach copy of "before and after" curriculum

Program curriculum revision or existing program offered online *attach copy of "before and after" curriculum

Establishment of administrative unit or reorganization of existing administrative unit *attach copy of "before and after" organization chart

New certificate program (e.g. certification of proficiency, technical certificate, or graduate certificate)

Before the Proposed Change			After the Proposed Change or New Program		
Title of Old Program/Certificate	Degree Code	CIP Code	Title of New Program/Certificate	Degree	CIP Code

Attach a copy of the "before and after" curriculum, as applicable

Program Deletion/Inactive or Reactivation

 $\Box Delete \ program(s) / option \ (s) / emphasis / track$

□Place program on "Inactive Status" list

 \Box Reactivation of program from inactive status

Program/Certificate/Option

Degree and CIP Code

Intended Date of Deletion/Inactivation MM/YY

Date

Reason for Proposed Action:

Establishing a New Off-Campus Location

□New Off-Campus Location

Form Approval(s)

Name of Provost/Chief Academic Officer

President/Chancellor Approval Date

Board of Trustee Approval or Notification Date

Institution:

 Contact Person/Title
 Contact Phone Number
 Contact Email Address

 SAVE
 ATTACH
 SUBMIT
 SHOW ATTACHMENTS

Signature