

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 Bachelo	r/Master's degree	(3+1 or 4+1 Program)				
☐Program reconfiguration-prog	ram created out	of closely allied e	xisting program(s) *attach	copy of "before a	nd after" curriculun	n	
☐Program curriculum revision o	or existing progra	am offered online	*attach copy of "before and	l after" curriculur	n		
☐ Establishment of administrativ	ve unit or reorgan	nization of existin	g administrative unit *att	ach copy of "befor	e and after" organi	zation chart	
☐New certificate program (e.g.	certification of p	oroficiency, techni	ical certificate, or gradua	te certificate)			
	posed Change				posed Change or New Program		
Title of Old Program/Certificate	Degree Code	CIP Code	Title of New Program/Certificate	1	Degree	CIP Code	
Attach a copy of the "before and af	ter" curriculum,	as applicable				<u> </u>	
Program Deletion/Inactive	e or Reactivat	tion					
□Delete program(s)/option (s)/en							
□Place program on "Inactive Sta	atus" list						
□Reactivation of program from	inactive status						
Program/Certificate/Option		Degree and CIP Code			Intended Date of Deletion/Inactivation MM/Y		
rrogram comments opnor		S					
leason for Proposed Action:							
Establishing a New Off-Ca	ampus Locati	on					
□New Off-Campus Location							
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Form Approval(s)							
Name of Provost/Chief Academic Officer		Signature			Date		
President/Chancellor Approval Date							
Board of Trustee Approval or							
Notification Date							
Institution:							
Contact Person	n/Title	Contact P	hone Number	Contact Er	mail Address		
SAVE	A	ATTACH	SHOW ATTACHMENTS				