

### 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**

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- 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   |
| Administration with a concentration in Informa | 7170        | 52.0201  | No Changes                               | No Changes | No Changes |

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

#### **Program Deletion/Inactive or Reactivation**

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- Delete program(s)/option (s)/emphasis/track
- Place program on "Inactive Status" list
- Reactivation of program from inactive status



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Program/Certificate/Option

Degree and CIP Code

Intended Date of Deletion/Inactivation MM/YY

**Reason for Proposed Action:** To align and clarify PhD program requirements to meet ADHE standards. We have required ISYS PhD students to take 21 credit hours of ISYS PhD courses. This has included 4 courses with specified numbers (6133, 6233, 6533, and 6833). In addition, we have offered ISYS 6733 (Emerging topics In Information

#### **Establishing a New Off-Campus Location**

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- New Off-Campus Location

#### **Form Approval(s)**

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Charles Robinson

01/05/21

Name of Provost/Chief Academic Officer

Signature

Date

President/Chancellor Approval Date 01/19/21

Board of Trustee Approval or Notification Date 03/18/21