ARKANSAS DEPARTMENT OF HIGHER EDUCATION

# 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

☐Delete program(s)/option (s)/emphasis/track

■Place program on "Inactive Status" list

☐Reactivation of program from inactive status

| Career and Technical Education | Master of Education - 13.1205 - Secondary Education and Teaching. | 08/22 |
|---|---|---|
| Program/Certificate/Option | Degree and CIP Code | Intended Date of Deletion/Inactivation MM/YY |

**Reason for Proposed Action:** Student enrollment has been extremely low for many years (i.e., below state viability standards). The department is working to allow

## Establishing a New Off-Campus Location

☐**New Off-Campus Location**

## Form Approval(s)

| Terry Martin | | 03/01/22 |
|---|---|---|
| Name of Provost/Chief Academic Officer | Signature | Date |

President/Chancellor Approval Date 03/14/22

Board of Trustee Approval or Notification Date 05/26/22

**Institution:** University of Arkansas, Fayetteville

| Ketevan Mamiseishvili, Interin (479) 575-2151 | | kmamisei@uark.edu |
|---|---|---|
| **Contact Person/Title** | **Contact Phone Number** | **Contact Email Address** |

SAVE ATTACH SHOW ATTACHMENTS

**Please save and email this form and supporting documents to: academic.affairs@adhe.edu**