

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.

Please complete the institutional information below and the appropriate category depending on the requested action.

Institution:

Name of Provost/Chief Academic Officer

Signature

Date

President/Chancellor Approval Date:

Board of Trustees Approval/Notification Date:

Contact Person:

Contact Information:

Category 1: New Certificate or Degree Program, Concentration, or Minor

New Certificate or Degree Program – attach copy of the curriculum and, if applicable, new course descriptions.

Clearly indicate the existing programs and coursework being used to create this program.

New Program Information						
Title:						
CIP Code:		% Online: if applicable		Effective Date: Term & Year		Program Review Date:
Existing program(s) serving as a basis for proposed program:					% of curriculum made of new coursework:	
In the space below, provide a rationale for the proposed action:						

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

New Concentration Information				
Parent Degree Title:				
Parent CIP Code:		Parent Degree Code:		% Online: if applicable
Concentration Title:				
CIP Code: can differ from parent CIP Code		Effective Date: Term & Year		
In the space below, provide a rationale for the proposed action:				

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

New Minor Information					
Title:		CIP Code:		Effective Date: <i>Term & Year</i>	
In the space below, provide a rationale for the proposed 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 Proposed Changes					
Title:					
CIP Code:		Degree Code:		% Online: <i>if applicable</i>	
After Proposed Changes					
Title:					
CIP Code:		% Online: <i>if applicable</i>		Effective Date: <i>Term & Year</i>	
In the space below, provide a rationale for the proposed action:					

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:		Effective Date: <i>Term & Year</i>	
Concentration CIP Code: <i>if applicable</i>			Concentration Code: <i>if applicable</i>		
In the space below, provide a rationale for the proposed action:					

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 Information					
Title: _____					
<u>CIP Code:</u>	_____	Degree Code:	_____	Effective Date: <i>Term & Year</i>	_____
In the space below, 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 Information					
Title: _____					
<u>CIP Code:</u>	_____	Degree Code:	_____	Effective Date: <i>Term & Year</i>	_____
In the space below, provide a rationale for the proposed 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 fully 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.

New Center Information					
Title: _____					
Street Address: _____					
Initial Program(s) Offered: <i>Include CIP & Degree Code</i>	_____	Effective Date: <i>Term & Year</i>	_____	_____	_____
In the space below, provide a 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 Information		
Center Type:	Instruction	Concurrent Education
Title:		
Street Address:		
Initial Program(s) Offered: <i>Include CIP & Degree Code</i>		Effective Date: <i>Term & Year</i>
In the space below, provide a rationale for the proposed action:		

Deletion of Instruction, Research, or Service Center

Center Information		
Title:		
Department Code:		Effective Date: <i>Term & Year</i>
In the space below, provide a rationale for the proposed action:		

Category 7: Organizational Units

New Organizational Unit

Unit not serving as a basis for faculty appointments or degree programs. Include unit's mission, role, and before & after organization charts.

New Unit Information		
Title:		Effective Date: <i>Term & Year</i>
In the space below, provide a rationale for the proposed action:		

Reorganization, Renaming or Deletion of Existing Organization Unit(s)

Before Proposed Changes		
Unit Title:		Department Code:
After Proposed Changes		
Unit Title:		Effective Date: <i>Term & Year</i>
In the space below, provide a rationale for the proposed action:		

Please save and upload this form and supporting documents to: [File Transfer System](#)

LETTER OF NOTIFICATION

New Certificate Program

The Certificate of General Studies is a specific set of general education core courses that will document a student's mastery of skills and competencies needed to be successful in the workforce and today's world. The range of credit hours is 31-38 semester hours. Remedial/developmental education courses must be used for placement purposes only and cannot be used to fulfill certificate requirements.

Required Information:

- 1. Proposed degree title: Certificate of General Studies**
- 2. CIP code: 24.0102**
- 3. % online (if applicable): 100% online**
- 4. Justification/need for the new program including degree program goals, objectives, student learning outcomes, and projected enrollment of new degree.**

Awarding the Certificate of General Studies is an important step in supporting student access, completion, and credential attainment in alignment with institutional priorities. Approving this certificate would allow Arkansas Tech University to award a recognized postsecondary credential to concurrent high school students who complete the required coursework prior to high school graduation. This provides students with an early, meaningful academic milestone and formally recognizes college-level achievement while strengthening pathways from secondary to postsecondary education.

In addition, awarding the Certificate of General Studies allows Tech to appropriately confer credit and credentials to currently enrolled students at the point when general education requirements are completed. This ensures that students receive earned credentials in a timely manner, particularly for those who may pause or change their academic pathway before completing a degree. Providing an interim credential improves student outcomes, increases credential completion rates, and supports workforce readiness.

The certificate also aligns directly with the goals of the Arkansas legislation by expanding access to postsecondary credentials, supporting concurrent enrollment opportunities, and improving affordability and flexibility for Arkansas students. By recognizing completed general education coursework with a credential, Tech reinforces stackable pathways that promote persistence, transfer, and workforce mobility.

Overall, awarding the Certificate of General Studies enhances student success, strengthens partnerships with K-12 institutions, and positions Arkansas Tech University to remain competitive and responsive to the evolving needs of students and state educational priorities.

The general education curriculum is designed with the philosophy of "college, career, community" to provide a foundation for knowledge common to educated people and to develop the capacity for an individual to expand that knowledge over his or her lifetime. Students who have completed the general education curriculum at Arkansas Tech University will be able to:

- Communicate effectively
- Think critically
- Develop ethical perspectives
- Apply scientific and quantitative reasoning
- Apply the value of the arts and humanities
- Practice civic engagement

To accomplish the above goals, Arkansas Tech requires the completion of the following general education curriculum.

Approximately, 200 students could be awarded the Certificate of General Studies each fall and spring term.

5. Proposed degree curriculum. If applicable, indicate new courses and include new course descriptions.

The Certificate of General Studies would include 35 hours comprised of existing courses. The required curriculum includes the following:

ENGL 1013: Composition I

ENGL 1023: Composition II

COMM 1003: Introduction to Communication; COMM 2003: Public Speaking; or
COMM 2173: Business and Professional Speaking

MATH 1003: Quantitative Literacy; MATH 1113: College Algebra; or STAT 2163: Introduction to Statistical Methods

8 hours of Science with Laboratory

POLS 2003: American Government

HIST 1903: Survey of American History; HIST 2003: United States History to 1877; HIST 2013: United States History since 1877; or HIST 2043: Honors United States History to 1877

6 hours of Social Sciences

6 hours of Fine Arts and Humanities

- 6. Approval letter from licensure/certification entity, if required.**
Not applicable

- 7. Effective date, term, and academic year: 2026 Fall 2026-27 academic year**