

**Applicable Board Policy** - Board Policy III.G.3.c and 4c, Postsecondary Program Review and Approval. Subsequent to institutional review and consistent with institutional policies, and within 30 days before implementation, institutions shall notify the Executive Director, State Administrator, or designee of the following actions related to academic and career technical programs or units through a Letter of Notification. In accordance with Board Policy III.G., at the sole discretion of the Executive Director, State Administrator, or designee, institutions may be required to submit a Short Proposal or Full Proposal for any action identified in this subsection.

Letters of Notification are only applicable for the following changes. Please reference applicable Board Policy in notification letters and provide implementation dates for each to include the following information:

## UPLOAD

*Academic* changes that require to be uploaded to Board's Online Proposal System

No.	Action/Program Changes	Information to include in letter
1	Establishment of a new or discontinuation of any existing academic undergraduate or graduate certificate consisting of fewer than 30 credits.	<ul style="list-style-type: none"> <li>✓ Describe proposed new certificate to include number of credits required. Include CIP Code, certificate description, method of delivery in the NOA.</li> <li>✓ For discontinuation of a certificate under this section, describe reason for discontinuation and teach-out plans/options.</li> <li>✓ A full budget is not required for new or discontinued certificates – however, indicate if there will be costs or savings associated with intent and amount.</li> </ul>
2	Expansion of an existing program within an institution's Service Region as defined in Board Policy III.Z.	<ul style="list-style-type: none"> <li>✓ Describe program expansion and provide location, method of delivery, and any relevant program changes.</li> </ul>
3	Expansion of an existing statewide program offered by an institution with Statewide Program Responsibilities as defined in Board Policy III.Z.	<ul style="list-style-type: none"> <li>✓ Describe program expansion and provide location, method of delivery, and any relevant program changes.</li> <li>✓ A full budget is not required – however, indicate if there will be costs associated with the dual degree and amount.</li> </ul>
4	Addition of an online option to an existing academic program.	<ul style="list-style-type: none"> <li>✓ Describe modification of method of delivery.</li> </ul>
5	Transition of an academic program to an exclusively online format.	<ul style="list-style-type: none"> <li>✓ Describe modification of method of delivery.</li> </ul>

## DO NOT UPLOAD

*Academic* changes that do not require to be uploaded to Board's Online Proposal System

No.	Program Changes	Information to include in letter
1	Establishment of a new, modification to, or discontinuation of an academic components (options, minors, emphases, tracks, concentrations, etc).	<ul style="list-style-type: none"> <li>✓ Describe discontinuation to include teach out plans if applicable.</li> <li>✓ A full budget is not required – indicate if there will be cost savings.</li> </ul>
2	Transition of an academic program with less than fifty percent (50%) of courses offered online	<ul style="list-style-type: none"> <li>✓ Describe changes and modification of method of delivery.</li> </ul>

\* OSBE staff will make name changes or CIP code changes to programs, certificates, or units through the online system.

No.	Program Changes	Information to include in letter
	exclusively to fifty percent (50%) or more of courses offered online exclusively.	
3	Addition or removal of courses that represent a significant departure from existing academic program offerings or method of delivery.	✓ Describe modification of the existing program to include a comparison of existing course requirements and new requirements.
4	A change in name or title of any academic or career technical program or instructional or administrative unit.*	✓ Describe changes and rationale for the modification.
5	A change of Classification of Instructional Program (CIP) code for any academic program.*	✓ Describe changes and rationale for the modification.
6	A change to the total number of credits required to earn a certificate or degree to an existing academic program.	✓ Describe changes and rationale for the modification.

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# LETTER OF NOTIFICATION

## Career Technical Programs

### UPLOAD

*Career Technical* changes that require to be uploaded to Board’s Online Proposal System

No.	Action/Program Changes	Information to include in letter
1	Career technical program expansion within an institution’s Designated Service Region as defined in Board Policy III.Z.	✓ Describe program expansion and any relevant program changes.

### DO NOT UPLOAD

*Career Technical* changes that require to be uploaded to Board’s Online Proposal System

No.	Program Changes	Information to include in letter
1	Reactivation of a career technical program within three years from inactivation.	✓ Describe the program re-evaluation process and outline changes made to meet regional demand.
2	A change from clock hours to credit hours for an academic or career technical program.	✓ Describe changes and rationale for the modification.
3	A change in name or title of any career technical program or instructional or administrative unit.*	✓ Describe changes and rationale for the modification.
4	A change of Classification of Instructional Program (CIP) code for any CTE program.*	✓ Describe changes and rationale for the modification.
5	A change to the total number of credits required to earn a certificate or degree to an existing CTE program.	✓ Describe changes and rationale for the modification.
6	Minor changes to career technical courses.	✓ For CTE programs, provide a <b><i>Program Profile</i></b>

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