

LETTER OF NOTIFICATION

Academic and Career Technical Programs

Board Policy III.G Postsecondary Program Approval and Discontinuance

Subsequent to institutional review and consistent with institutional policies, and within 30 days after implementation, institutions shall notify the Executive Director or designee of the following actions related to academic and career technical programs or units through a Letter of Notification. The designee for academic programs is the Chief Academic Officer and the designee for Career Technical Programs is the State Administrator.

The following **require** uploading to the Board's Online Proposal System.

No.	Program Changes
1	Establishment of a new academic undergraduate or graduate certificate consisting of fewer than 30 credits.
2	Program expansion within an institution's Service Region as defined in Board Policy III.Z.
3	Establishment of a dual degree from existing undergraduate or graduate programs with a financial impact of less than \$250,000 per fiscal year.
4	Addition of an online option to an existing academic program.
5	Transition of an academic program to an exclusively online format.

The following actions **do not require** uploading to OSBE's Online Proposal System.

1	Establishment of a new, modification to, or discontinuation of an academic or CTE program components.
2	A change from clock hours to credit hours for an academic or career technical program.
3	Transition of an academic program with less than fifty percent (50%) of courses offered online exclusively to fifty percent (50%) or more of courses offered online exclusively.
4	Addition or removal of courses that represent a significant departure from existing academic program offerings or method of delivery.
5	A change in name or title of any academic or career technical program or instructional or administrative unit.*
6	A change of Classification of Instructional Program (CIP) code for any academic program.*
7	A credit change to an existing academic program.

Consistent with Board Policy III.G., at the sole discretion of the Executive Director or designee or State Administrator or designee, institutions may be required to submit a Short Proposal or Full Proposal for any action identified in this subsection.

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

Link to [Board Policy III.G-Postsecondary-Program-Approval-and-Discontinuance](#)