

Information required for Notification Letters

Academic Program Components

For new, modification, and/or discontinuation of academic program components; program name or title changes to degrees, departments, divisions, colleges, or centers; or changes to Classification of Instructional Programs (CIP) codes:

- Describe proposed new program component to include overview of program, credit requirements, creation of any new curriculum/courses. When relevant, describe department/ division reorganization/ renaming.
- Program CIP code (current and proposed).
- Describe rationale for the name or title change.
- Describe rationale for any other modification: Indicate whether program, curriculum, and admission requirements remain the same.
- Fiscal Impact: Indicate whether there will be cost associated with the new component, modification, or discontinuation.
- Implementation date
- **For CTE Programs only:** Complete and include Attachment B with letter