|  |  |
| --- | --- |
| For Academic Affairs and Research Use Only | |
| CIP Code: |  |
| Degree Code: |  |

**Letter of Notifications**

**[x] Undergraduate Curriculum Council**

**[ ] Graduate Council**

Signed paper copies of proposals submitted for consideration are no longer required. Please type approver name and enter date of approval.

Email completed proposals to [curriculum@astate.edu](mailto:curriculum@astate.edu) for inclusion in curriculum committee agenda.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Jason Stewart | 2/28/2019 |   **Department Curriculum Committee Chair** | |  |  | | --- | --- | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |   **COPE Chair (if applicable)** |
| |  |  | | --- | --- | | Jason Stewart | 2/28/2019 |   **Department Chair:** | |  |  | | --- | --- | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |   **Head of Unit (If applicable)** |
| |  |  | | --- | --- | | Jason Stewart | 2/28/2019 |   **College Curriculum Committee Chair** | |  |  | | --- | --- | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |   **Undergraduate Curriculum Council Chair** |
| |  |  | | --- | --- | | Yeonsang Hwang | 2/28/2019 |   **College Dean** | |  |  | | --- | --- | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |   **Graduate Curriculum Committee Chair** |
| |  |  | | --- | --- | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |   **General Education Committee Chair (If applicable)** | |  |  | | --- | --- | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |   **Vice Chancellor for Academic Affairs** |

**If you require to fill out a Letter of Notification, please email** [**curriculum@astate.edu**](mailto:curriculum@astate.edu) **or contact Academic Affairs and Research at (870) 972-2030 for guidance PRIOR TO submitting these through the curricular process.**

**1.Contact Person** (Name, Email Address, Phone Number)

Jason Stewart, [jstewart@astate.edu](mailto:jstewart@astate.edu), 972-2088

**Guide to ADHE Letter of Notifications**

All documentation to be sent to ADHE must be submitted by the Office of Academic Affairs and Research (AAR), and must go through regular curriculum process. Please see the following specific curriculum forms created for changes requiring:

|  |  |
| --- | --- |
|  | Established form |
| LON 3 - NEW OPTION, CONCENTRATION, EMPHASIS | New\_Emphasis\_Concentration\_or\_Option\_Proposal\_Form |
| LON 5 - DELETION  (Certificate, Degree, Option/Emphasis/Concentration, Organizational Unit) | Program\_Emphasis\_or\_Minor\_Deletion\_Proposal\_Form |
| LON 11 - RECONFIGURATION OF EXISTING DEGREE PROGRAMS  (Consolidation or Separation of Degrees to Create New Degree) | Reconfig\_Program\_Proposal\_Form |
| For all other LONs, please utilize this form. All other LONs are included in the following pages. A guide for LON selection is available below. Please select the one you require and delete the others, and submit this form through the regular curriculum process. | |

|  |  |  |
| --- | --- | --- |
|  | **Guide to LON Selection** | IMPORTANT NOTES |
| LON 1 | NAME CHANGE OF EXISTING CERTIFICATE, DEGREE, MAJOR, OPTION  OR ORGANIZATIONAL UNIT  (No change in program curriculum, option/emphasis/concentration or organizational structure) |  |
| LON 1-C | CIP CODE CHANGE REQUEST  (No change in program curriculum) | Contact AAR prior to completing this paperwork. |
| LON 2 | ESTABLISHMENT OF ADMINISTRATIVE UNIT  (Center, Division or Institute not offering primary faculty appointments or certificate/degree programs) | Contact AAR prior to completing this paperwork. |
| LON 3 | NEW OPTION, EMPHASIS or CONCENTRATION | Please fill out the appropriate Curriculum Proposal Form as outlined above. The LON is attached to this form. |
| LON 4 | ESTABLISHMENT OF NEW ADMINISTRATIVE UNIT  (Instruction, Research or Service Institute/Center fully supported by non-state funds) | Contact AAR prior to completing this paperwork. |
| LON 5 | DELETION  (Certificate, Degree, Option/Emphasis/Concentration, Organizational Unit) | Please fill out the appropriate Curriculum Proposal Form as outlined above. The LON is attached to this form. |
| LON 6 | Inactive/Reactivate Program | Contact AAR prior to completing this paperwork. |
| LON 7 | REORGANIZATION OF EXISTING ORGANIZATIONAL UNITS | Contact AAR prior to completing this paperwork. |
| LON 8 | UNDERGRADUATE CERTIFICATE PROGRAM  (6-21 semester credit hours) |  |
| LON 9 | UNDERGRADUATE CERTIFICATE PROGRAM  (21-45 semester credit hours)  (75 percent of the coursework currently offered in existing associate or bachelor’s degree program) |  |
| LON 10 | GRADUATE CERTIFICATE PROGRAM  (12-21 semester credit hours) |  |
| LON 11 | RECONFIGURATION OF EXISTING DEGREE PROGRAMS  (Consolidation or Separation of Degrees to Create New Degree) | Please fill out the appropriate Curriculum Proposal Form as outlined above. The LON is attached to this form. |
| LON 11A | RECONFIGURATION OF EXISTING ASSOCIATE DEGREE PROGRAM  (Associate of Arts/Associate of Science changed to Associate of Applied Science)  [separate form required for each degree reconfiguration] | Contact AAR prior to completing this paperwork. |
| LON 11C | CURRICULUM REVISION OF EXISTING CERTIFICATE OR DEGREE PROGRAM |  |
| LON 11D | PROGRAM RECONFIGURATION  Existing Certificate/Degree Reconfigured To Create New Certificate/Degree Offered on Campus and/or by Distance Technology |  |
| LON 11M | RECONFIGURATION OF EXISTING DEGREE PROGRAMS  Modification to Create New Degree  (75% of coursework from existing degree) |  |
| LON 11R | REVISION OF EXISTING CERTIFICATE OR DEGREE PROGRAM  (Act 747) |  |
| LON 11T | RECONFIGURATION OF EXISTING DEGREE PROGRAMS  FOR TRANSFER PURPOSES  Associate of Arts (AA) or Associate of Applied Science (AAS)  Reconfigured to create Associate of Science (AS) in designated field of study  [A separate form is required for each degree reconfiguration] | Contact AAR prior to completing this paperwork. |
| LON 12 | EXISTING CERTIFICATE or DEGREE PROGRAM OFFERED AT OFF-CAMPUS LOCATION |  |
| LON 13 | EXISTING CERTIFICATE or DEGREE OFFERED via DISTANCE TECHNOLOGY |  |

**Bulletin Changes**

|  |
| --- |
| **Instructions** |
| **Please visit** [**http://www.astate.edu/a/registrar/students/bulletins/index.dot**](http://www.astate.edu/a/registrar/students/bulletins/index.dot) **and select the most recent version of the bulletin. Copy and paste all bulletin pages this proposal affects below. Follow the following guidelines for indicating necessary changes.**  **\*Please note: Courses are often listed in multiple sections of the bulletin. To ensure that all affected sections have been located, please search the bulletin (ctrl+F) for the appropriate courses before submission of this form.**  - Deleted courses/credit hours should be marked with a red strike-through (~~red strikethrough~~)  - New credit hours and text changes should be listed in blue using enlarged font (blue using enlarged font).  - Any new courses should be listed in blue bold italics using enlarged font (***blue bold italics using enlarged font***)  *You can easily apply any of these changes by selecting the example text in the instructions above, double-clicking the ‘format painter’ icon 🡪 , and selecting the text you would like to apply the change to.*  *Please visit* [*https://youtu.be/yjdL2n4lZm4*](https://youtu.be/yjdL2n4lZm4) *for more detailed instructions.* |

The BSEngr program doesn’t appear in the bulletin anymore – was removed in 2015/16 bulletin.

LETTER OF NOTIFICATION – 6

Inactive/Reactivate Program

1. Institution submitting request: Arkansas State University
2. Contact person/title: Dr. Yeonsang Hwang, Interim Associate Dean, College of Engineering and Computer Science
3. Phone number/e-mail address: [yhwang@astate.edu](mailto:yhwang@astate.edu)
4. Proposed effective date (last date for new student enrollments): August 15, 2019
5. Title of degree program: Bachelor of Science in Engineering
6. CIP Code: 14.0101
7. Degree Code: 3790
8. Reason for proposed action:

\_\_X\_\_ **Inactive status – No new students can be admitted to the program after the effective date.** (Program on inactive status for 5 years will be removed from the AHECB approved program inventory.)

Provide the following information:

* + 1. Reason for proposed action - placing program on inactive status. Arkansas State University now offers BSCE, BSEE, and BSME as discipline-specific engineering degrees. BSEngr stays with the College for possible new degree installments in the future.
    2. Number of students enrolled in program. 0
    3. Projected program completion date. August 15, 2019

\_\_\_\_\_\_ **Reactivate program** (Program on inactive status less than 5 years):

Provide the following information:

* + - 1. Justification for program reactivation.
      2. Curriculum outline by semester including total semester credit hours required.
      3. List of new courses.
      4. New course descriptions.
      5. Program goals and objectives.
      6. Expected student learning outcomes.
      7. Program approval letter from licensure/certification entity, if required.
      8. Scheduled program review date (within 10 years of program implementation)
      9. Provide a copy of written notification to other institutions in the area of the proposed program offering and their responses; include your reply to the institutional responses.

1. Institutional curriculum committee review/approval date, if required:
2. Provide additional program information if requested by ADHE staff.

President/Chancellor Approval Date:

Board of Trustees Notification Date:

Chief Academic Officer: Date: