

For Academic Affairs and Research Use Only	
Proposal Number	
CIP Code:	
Degree Code:	

## DEACTIVATE/REACTIVATE PROGRAM FORM

(Also requires Arkansas Department of Higher Education (ADHE) approval)

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.

<p>Zahid Hossain <b>Department Curriculum Committee Chair</b></p>	<p>2/24/2023</p>	<div style="background-color: #cccccc; height: 25px; width: 100%;"></div> <p><b>COPE Chair (if applicable)</b></p>	<div style="background-color: #cccccc; padding: 2px; text-align: center;">ENTER DATE</div>
<p>Alexandr M. Sokolov <b>Department Chair</b></p>	<p>1/30/2023</p>	<div style="background-color: #cccccc; height: 25px; width: 100%;"></div> <p><b>Head of Unit (if applicable)</b></p>	<div style="background-color: #cccccc; padding: 2px; text-align: center;">ENTER DATE</div>
<p>Zahid Hossain <b>College Curriculum Committee Chair</b></p>	<p>2/24/2023</p>	<div style="background-color: #cccccc; height: 25px; width: 100%;"></div> <p><b>Undergraduate Curriculum Council Chair</b></p>	<div style="background-color: #cccccc; padding: 2px; text-align: center;">ENTER DATE</div>
<p>Abhijit Bhattacharyya <b>College Dean</b></p>	<p>2/24/2023</p>	<div style="background-color: #cccccc; height: 25px; width: 100%;"></div> <p><b>Graduate Curriculum Committee Chair</b></p>	<div style="background-color: #cccccc; padding: 2px; text-align: center;">ENTER DATE</div>
<div style="background-color: #cccccc; height: 25px; width: 100%;"></div> <p><b>General Education Committee Chair (if applicable)</b></p>	<div style="background-color: #cccccc; padding: 2px; text-align: center;">ENTER DATE</div>	<p style="font-size: 1.2em; font-family: serif;">Len Frey</p> <p><b>Vice Chancellor for Academic Affairs</b></p>	<div style="background-color: #cccccc; padding: 2px; text-align: center;">4/5/23</div>

1. **Contact Person** (Name, Email Address, Phone Number)  
 Alexandr M. Sokolov,  
 asokolov@AState.edu  
 1-870-972-3635

2. **Title of degree program:**  
 Master of Engineering Management (MEM)

3. **Proposed effective date** (last date for new student enrollments):  
 Fall 2023

4. Reason for proposed action:

**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:

- a. Reason for proposed action - placing program on inactive status.  
New MSEM program to take the place of MEM
- b. Number of students enrolled in program.  
195
- c. How will students in the inactive program be accommodated?  
Students can transition to MSEM with no issues.
- d. Projected program completion date.  
July 1, 2023
- e. Provide documentation of written notification to students currently enrolled in the program.  
Email to all students enrolled in the MEM program on 2/20/2023 at 2:10 PM.

Students of the Master of Engineering Management (M.E.M.) program, I am writing to inform you about a significant change that will be taking place in our program. Starting in Fall 2023, our Master of Engineering Management (M.E.M.) program will transition to a Master of Science in Engineering Management (M.S.E.M.) program.

Please note that this transition will not require any action on your part. The program structure for both the M.E.M. and M.S.E.M. programs will be the same so that no student will lose any credit hours. Both programs' core and elective hours will be identical, ensuring that the curriculum remains consistent.

Once the M.S.E.M. program starts in the Fall of 2023, all students who are currently enrolled in the M.E.M. program will automatically be transferred to the M.S.E.M. program. As the transition date approaches, you will receive additional information and details about the new program.

If you have any questions about this transition or any other aspect of the M.S.E.M. program, please do not hesitate to contact me at asokolov@astate.edu. I will be happy to answer any questions or concerns you may have.

We are committed to providing our students with the best possible education and training in engineering management, and we believe that this transition to the M.S.E.M. program will further enhance the quality of our program. We look forward to continuing to support you in your academic and professional goals.

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

Provide the following information:

- a. Justification for program reactivation.  
Enter text...
- b. Curriculum outline by semester including total semester credit hours required.  
Enter text...
- c. List of new courses.  
Enter text...
- d. New course descriptions.  
Enter text...
- e. Program goals and objectives.  
Enter text...
- f. Expected student learning outcomes.  
Enter text...

g. Program approval letter from licensure/certification entity, if required.

Enter text...

h. Scheduled program review date (within 10 years of program implementation)

Enter text...

i. Provide a copy of written notification to other institutions in the area of the proposed program offering.

Enter text...

# Letter of Notification

A Letter of Notification is required for programmatic and organizational changes that do not require prior review by the Coordinating Board unless requested. The Letter of Notification with supporting documentation must be submitted to ADHE by the established deadlines. All changes in existing programs/units or requests for new programs/units may be approved by the ADHE Director for immediate implementation and must be included on the agenda of the next scheduled Coordinating Board meeting. This form sets forth the relevant criteria and compliance procedures for institutions submitting letters of notification.

Please complete the Institution information below and Category 1, 2, or 3, depending on the requested change.

## Institution:

Name of Provost/Chief Academic Officer

Signature

Date

President/Chancellor Approval Date

Board of Trustee Approval/Notification Date

Contact Person:

Contact Person's Title:

Contact Phone Number:

Contact Email Address

## Category 1: **New or Existing Program Modification** *(select all that apply)*

Title or CIP change

Joint Bachelor/Master's degree (2+2, 3+1, or 4+1 Program)

Program reconfiguration *\*attach copy of before & after curriculum*

Program curriculum revision *\*attach copy of before and after curriculum*

Existing program offered by distance technology

Existing certificate or degree program offered at an existing off-campus location

New certificate program (certification of proficiency, technical certificate, or graduate certificate) *\*attach copy of curriculum*

Effective Date:

Effective Term:

Effective Academic Year:

	<b>Before Proposed Changes</b>	<b>After Proposed Changes/New Program</b>
<b>Program/Certificate Title</b>		
<b>Degree Code</b>		<del>XXXXXXXXXX</del>
<b>CIP Code</b>		
<b>% Online (if applicable)</b>		

Reason for Proposed Action *(attach additional pages as needed)*

**Category 2: Program Deletion/Inactive or Reactivation**

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- Delete program/option/emphasis/track (*requires phase-out plan*)
- Place program on “Inactive Status” list (*program must have no declared students*)
- Reactivation of program from inactive status (*inactive for less than 5 years*)

Effective Date:                      Effective Term:                      Effective Academic Year:

Program/Certificate/Option	Degree Code	CIP Code

Reason for Proposed Action (*attach additional pages as needed*)

**Category 3: Instruction/Research/Service Centers and Administrative/Organization Units**

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- Establishment of new instruction, research, or service institute/center *\*attach synopsis of center’s mission and role, physical address, projected annual budget, and funding sources.*
- Deletion of instruction, research, or service institute/center.
- Establishment of administrative/organization unit *\*attach copy of before and after organization chart*
- Reorganization/Deletion of existing administrative/organization unit *\*attach copy of before and after organization chart*

Effective Date:                      Effective Term:                      Effective Academic Year:

Reason for Proposed Action (*attach additional pages as needed*)



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