

**Board Policy III.G Postsecondary Program Review and Approval**

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.

Letters of Notification are only applicable for the following changes and **require** uploading to the Board’s Online Proposal System. Please reference applicable Board Policy in notification letters and provide implementation dates for each to include the following information:

No.		Action/Program Changes	Information to include in letter
1	Academic	Establishment of a new or discontinuation of any existing academic undergraduate or graduate certificate consisting of fewer than 30 credits.	Describe proposed new certificate to include number of credits required. For discontinuation of a certificate under this section, please provide teach-out plans/options. A full budget is not required – indicate if there will be costs or savings associated with the discontinuation and amount.
2	Academic/CTE	Program expansion within an institution’s Service Region as defined in Board Policy III.Z.	Describe program expansion and any relevant program changes.
3	Academic	Establishment of a dual degree from existing undergraduate or graduate programs with a financial impact of less than \$250,000 per fiscal year.	Describe proposed dual degree offering and program changes. A full budget is not required – indicate if there will be costs associated with the dual degree and amount.
4	Academic/CTE	Addition of an online option to an existing academic program.	Describe modification of method of delivery.
5	Academic/CTE	Transition of an academic program to an exclusively online format.	Describe modification of method of delivery.

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

No.		Program Changes	Information to include in letter
1	Academic/CTE	Establishment of a new, modification to, or discontinuation of an academic or CTE program components.	Describe discontinuation to include teach out plans if applicable. A full budget is not required – indicate if there will be cost savings.
2	Academic/CTE	A change from clock hours to credit hours for an academic or career technical program.	Describe changes and rationale for the modification.
3	Academic/CTE	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.	Describe changes and modification of method of delivery.
4	Academic/CTE	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. For CTE programs, provide a <b>Program Profile Attachment B</b>
5	Academic/CTE	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.
6	Academic/CTE	A change of Classification of Instructional Program (CIP) code for any academic program.*	Describe changes and rationale for the modification.
7	Academic/CTE	A credit change to an existing academic or CTE program.	Describe changes and rationale for the modification.
8	CTE	Minor changes to career technical courses.	For CTE programs, provide a <b>Program Profile Attachment B</b>

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.