

**2021-2022 #07 Letter of Notification Form**  
**Program**

**General Catalog Information** ▼

Select *Program* below, unless creating an *Acalog Shared Core*.

**Type of Program:**  Program  
 Shared Core

**Overview & Instructions:**

Preparation and submission of the Letter of Notification (LON) is one step in the THEC program proposal process for a new academic program in excess of 24 semester credit hours. The LON should clearly provide supporting documentation that the proposed academic program contributes to the following:

- Meets the priorities/goals of APSU's academic or master plan;
- Why APSU needs the academic program; and
- Why the state of Tennessee needs graduates from this particular academic program.

In addition to the information required in the LON form, please include the required attachments:

- Timeline for development and implementation of the proposed academic program;
- [THEC Financial Projection Form](#)

**Department:** [Add Item](#)

**Title of Proposed Program:**

**Program Type:** [Add Item](#)

**Program Level**  Undergraduate  Graduate

**Degree Designation:** [Add Item](#)

**Description:**

Click on ☰ "View Curriculum Schema." Click on the area/header of the program where you would like to add/remove courses. When you click on "Add Courses" it will bring up the list of courses available from Step 1. Select the courses you wish to add. For removing courses click on the ✕ and proceed.

Prospective Curriculum: [Add Item](#)

### CIP Code

Visit [NCES](#) for assistance determining the CIP Code. If the program being proposed is an associate degree program, you must include the applicable SOC code found at O\*Net Crosswalk: <https://www.onetonline.org/crosswalk/>.

CIP code for the program:

SOC code for the program:

### Proposed Implementation Date

The proposed implementation date is the date/semester the department wants student enrollment to occur.

Please see the [Implementation Timeline](#) to assist you in determining the earliest implantation date available for your proposal.

Consideration must be given to the lead time the department and enrollment management require to advertise, recruit, admit and enroll.

Semester [Add Item](#)

Year [Add Item](#)

### Program Information

#### Academic Program Liaison (APL):

Lynne S. Crosby, PhD  
Senior Vice Provost and Associate Vice President for Academic Affairs  
SACSCOC Accreditation Liaison  
931-221-7676  
[crosbyl@apsu.edu](mailto:crosbyl@apsu.edu)

## Description of Information required:

### **Background Concerning Academic Program Development:**

Provide a short narrative describing the circumstances that sparked the initiation and development of the proposed academic program.

### **Purpose and Nature of Academic Program:**

Provide a general overview of the program including a description of the academic program, the target audience, purpose, program outcomes, the delivery method (on-ground, online, hybrid, etc.), and any other pertinent information.

**Background Concerning  
Academic Program  
Development**

**Purpose and Nature of  
the Program:**

## **Alignment with State Master Plan and Institutional Mission**

Please review the following:

[2015-2025 Master Plan for Higher Education in Tennessee](#)

[APSU Mission and Vision Statements](#)

[Leading through Excellence 2015-2025 APSU Strategic Plan](#)

**Fit with State Master  
Plan and Institutional  
Mission:**

## Impact:

Institutional Capacity to deliver the proposed academic program will address how the proposed program will impact the overall capacity of the institution including potential lost enrollment to other majors/programs, collaborative agreements between departments, etc.

**Institutional Capacity**

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**Feasibility Study**

**Student Interest:**

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**Local and Regional  
Need/ Demand:**

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**Employer Need/  
Demand:**

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**Future Sustainable  
Need/ Demand:**

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**Program Costs/Revenues**

Provide supporting documentation that program costs will be met from internal reallocation, tuition and fees or from other sources such as grants and gifts.

Consideration must be given to all one-time and recurring fees associated with the implementation of and long-time support of the program. Fees may include, but are not limited to, the following items:

- Additional faculty needs
- Additional administrative and clerical support
- Accreditation costs
- Cost of travel, recruitment, annual meeting attendance, etc.
- Equipment, technology and materials (e.g., library subscriptions to databases, etc.)

**Program  
Costs/Revenues:**

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**Existing programs offered at public and private Tennessee Institutions**

List all programs within the CIP code definition at the same level (Bachelor's, Master's, Doctoral) currently offered in public and private higher education in Tennessee.

**Existing Programs offered:**

**Are additional library resources needed to support the program?**  Yes  No

**Attachment List**

[THEC Financial Projection Form](#)

**Academic Affairs will obtain the letter of support from the President signifying the APSU Board of Trustees' support of program development.**

**Attached:**  A. THEC Financial Projection Form (Evidence of internal funding reallocation and other sources such as grants and gifts should be provided. Please note: Pending grants and gifts are not considered as evidence of funding. THEC will not approve special start-up funding.)

**Attached:**  B. Timeline for development and implementation of the proposed academic program

**Text Field**

You are about to launch this Approval Process.

Once you have launched an approval process, it is available to Curriculog users as a new proposal template. Are you sure you want to continue?

Process Name

This Curriculog system has Integration Manager enabled. Modifications to the Approval Process will render any maps and legends associated with this Approval Process invalid and may affect integration between Curriculog and other applications. It is better to make a copy of this Approval Process and make your changes there. If you are unsure of the meaning of this message, please contact Digarc Customer Care first.

**Are you sure you want to continue into edit mode?**

You are about to exit edit mode.

**Any changes you have made will be lost. Are you sure you want to exit edit mode?**

You are about to re-launch this approval process. Active proposals utilizing this approval process will not be impacted and will continue to use the original approval process.

Number of Proposals using this original approval process: 0

Number of Proposals using this original approval process. 0