

2017-2018 #07 Letter of Notification
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: *

Title of Proposed Program: *

Program Type: *

Degree Designation: *

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:*

CIP Code

Visit [NCES](https://nces.gov) 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 review the estimated timeline in the program development manual for assistance with selecting an achievable implementation date.

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

Semester*

Year*

Program Information

Academic Program Liaison (APL):

Lynne S. Crosby, PhD
Vice Provost and Associate Vice President for Academic Affairs
SACSCOC Accreditation Liaison
931-221-7992
crosbyl@apsu.edu

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:***

Feasibility Study

Student Interest:*

**Local and Regional
Need/ Demand:***

**Employer Need/
Demand:***

**Future Sustainable
Need/ Demand:***

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:***

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