LETTER OF NOTIFICATION – 12

EXISTING CERTIFICATE / DEGREE PROGRAM OFFERED AT OFF-CAMPUS LOCATION

1. Institution submitting request

University of Central Arkansas

2. Contact person/title

Jonathan A. Glenn

Associate Provost

3. Phone number/e-mail address

(501) 450-3126

jona@uca.edu

4. Name of existing program

5. Proposed effective date

6. Proposed location of off-campus site

7. Distance of proposed site from main campus

8. Reason for offering proposed program at off-campus site

9. Identify courses to be offered at the proposed site.

10. Will students be able to complete all program requirements at this location? If not, where?

11. Institutional curriculum committee review/approval date

Undergraduate/Graduate Council:

Council of Deans:

12. Provide copy of draft Memorandum of Understanding (MOU) with partner institutions/organizations.

(Submit final MOU signed by partner institutions or organizations upon completion of ADHE proposal review.)

13. Provide copy of e-mail notification to other institutions in the area of the proposed program and their responses; include your replies to the institutional responses.

14. List Arkansas public colleges and universities within 60 miles of proposed location offering similar courses and/or degree programs.

15. Provide additional program information if requested by ADHE staff.

If requested.

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| President/Chancellor Approval Date: |  |

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| --- | --- |
| Board of Trustees Notification Date: |  |

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| --- | --- | --- |
| Chief Academic Officer: |  |  |
|  | signature | date |

[UCA form updated 2016-01-06]