



Notification related to Degree Program

(i.e., within a category the school already offers)

The [Policies and Procedures](#) (e.g., VI.A.6) require schools to notify ATS Commission staff of certain types of changes and, in most cases, to receive acknowledgement by staff before implementing those changes (as defined below). The [Policies and Procedures](#) (IV.D.1) state further that schools not on probation "must notify Commission staff within 30 days of offering an approved degree through a new delivery method or changing by 25 percent or more the total credits or content of an approved degree." Adding a new specialization to an approved degree does not require notification.

This form covers four categories of notification: (1) *changing the name* of an approved degree, (2) *adding a new degree* that is NOT in a new degree category or does NOT represent a significant departure from currently approved degrees, and (3) *discontinuing a degree* that does NOT also involve closing a location or site that offers at least half of that degree (**NB: adding a degree in a new degree category or one that represents a significant departure from currently approved degrees, as well as discontinuing a degree that involves closing a location too, would require a petition rather than this notification**; see ATS [petitions and notifications webpage](#)). The final category covered by this notification form is (4) *changing delivery, duration, or content* of certain approved degrees, as described in IV.D.1 (**NB: any school on probation looking to make such changes must first receive approval from the Board before implementing any such changes, which would require a petition rather than this notification**; see "Petition for Substantively New Degree Program" on the ATS [petitions and notifications webpage](#)).

Regarding the first three categories described above, *this notification form may be submitted at any time, though at least 30 days before implementing the change* (adding a new degree requires 60 days). Regarding the fourth category described above, *this notification form may be submitted at any time, but no later than 30 days after implementing the change*. Commission staff will typically acknowledge this notification within 30 days of submission, whereas allowing 60 days to acknowledge new degrees both allows more time to ensure that the new degree does not constitute a substantive change that would require Board approval and ensures accurate Commission records. Schools are to use this form to notify staff for each degree-related change by completing the relevant portion, without using your web browser's back button (i.e., submit one notification form per change). In completing this form, please include links to additional documentation as requested or as deemed helpful.

i. Name of school:*

ii. Contact information for person submitting this form:*

First Name (MI) Last Name

iii. Title:*

Position title of person submitting this form

iv. Email:*

A copy of your form will be sent to this address

v. Indicate the type of notification being submitted:*

Click to select from menu

Once notification type is selected, complete the items on the following pages

Changing the name of an approved degree

For what qualifies as a nomenclature change (as opposed to, e.g., a degree program revision), see Policies and Procedures, IV.D.1.

1. Current degree nomenclature:*

Must match current record; cf. school entry at <https://www.ats.edu/member-schools/member-school-list>

2. New name for this previously approved degree:*

3. Reason for changing the degree name:*

4. Date when new degree name will become effective:*

Month Day Year

5. If this change affects any curricular requirements, describe those here:*

If none, please type "N/A" above.

Adding a new degree that is not a substantive change

See Policies and Procedures, IV.D.1. If answering "Yes" to #4 and "No" to #5 below, then submit this notification form. Otherwise, typically a petition—not this notification—would be required for adding any degree in a category that is new for the school (RE: #4) or represents a significant departure from any degree offering(s) currently on record (RE: #5). NOTE: The six degree categories are located across Standard 4 (viz. MDiv, MA, and ThM/STM) and Standard 5 (viz. DMin, Other Professional Doctorate, and PhD/ThD).

1. Name of new degree:*

2. Date when new degree will be implemented:*

Month Day Year

3. Total semester credits required:*

For minimums, see Standards 4.1, 4.6, 4.10, 5.1, 5.7, and 5.11

4. Does the school currently have Commission approval to offer a degree in this category?*

Yes

5. Does this new degree represent a significant departure from currently approved degrees, in terms of faculty, facilities, or finances needed? *

No

6. If at least half the degree will be offered online, does the school have comprehensive distance education approval? *

Otherwise, if most of this degree will be delivered onsite, please select "N/A" above.

7. Describe the degree's purpose, outcomes, and course requirements:*

Consider providing link(s) to any documentation describing the new program in detail.

8. Describe how the degree outcomes will be evaluated:*

Consider providing link(s) to any documentation describing the school's educational evaluation process.

9. If an MA-level degree, how does the school primarily define this program?*

Click to select from menu

Otherwise, for a degree other than MA-level, please select "N/A" above.

Discontinuing a degree that does not involve closing a location

Submit this notification to declare that students are no longer being admitted to a given program. However, if degree discontinuation also involves the closing of an additional location (formerly called an extension site), then a different form—not this notification—should be submitted instead wherein any degree(s) being discontinued at the time of closure can be mentioned (either the Notification related to Additional Location or the Petition related to Additional Location; cf. Policies and Procedures, IV.E.3).

1. Name of degree(s) being discontinued:*

Submit separate forms per degree, unless dates aligns in #4 and #5 below—in which case, use semicolon (;) to distinguish multiple degrees.

2. Reason for degree(s) being discontinued:*

3. Plan for addressing the educational needs of any students currently enrolled:*

Consider providing link(s) to any documentation describing how student needs will be met.

4. Date when no more students will be admitted to the above program(s):*

Month Day Year

5. Date when last student will exit the above program(s):*

Month Day Year

Changing delivery, duration, or content of certain approved degrees

Following are three examples of when to use this notification form: (i) a school with comprehensive distance education approval begins to offer at least half of an already approved degree through a new modality, e.g., offering at least half of a residentially delivered degree online ****for the first time****; (ii) a school reduces the total credits required for an already approved degree by at least 25 percent, e.g., from a 48- to 36-credit MA; and (iii) a school changes the content of an already approved degree by at least 25 percent, e.g., reducing or replacing the number of required courses by 25 percent or more (adding a new specialization to an approved degree does not require notification).

1. Name of approved degree(s) affected:*

Submit separate forms per degree, unless the date in #2 below aligns for every change—in which case, use semicolon (;) to distinguish multiple degrees.

2. Date when change(s) took effect:*

Month Day Year

3. Indicate the type(s) of notification being submitted (and complete each corresponding section below): *

- Changing the delivery method for an approved degree: Part A, below
- Changing the duration (total credits) of an approved degree by at least 25 percent: Part B, below
- Changing the content of an approved degree by at least 25 percent: Part C, below

Part A. Changing the delivery method of an approved degree

A-1. Previous delivery method(s) of the approved degree(s):

(e.g., delivered on-campus)

A-2. New delivery method of approved degree:

(e.g., delivered offsite or online)

A-3. If at a location other than the main campus, is this additional location already approved to offer at least half of a degree?

- Yes
- Not applicable (i.e., not at additional location)
-

A-4. If delivered via distance/online, has the school been granted comprehensive distance education approval?

- Yes
- No – must petition and be granted approval first!
- Not applicable (i.e., not delivered via distance/online)

A-5. Briefly describe the reason(s) for and extent of the change in delivery:

Part B. Changing the duration (total credits) of an approved degree by at least 25 percent

B-1. Number of total semester credits (or equivalent credits) previously required for the degree(s):

B-2. Number of total semester credits (or equivalent credits) now required for the degree(s):

NOTE: For minimum credit requirements, see Standards 4.1, 4.6, 4.10, 5.1, 5.7, and 5.11.

B-3. Briefly describe the reason(s) for the change(s) in duration:

Part C. Changing the content of an approved degree by at least 25 percent

C: Nature of change in content of at least 25 percent:

(i.e., briefly describe the nature and extent of the change)

When finished, please submit this petition to the ATS Accrediting Records Coordinator by hitting the "submit" button below. You can expect an automated confirmation email within a few minutes—and formal acknowledgement by your Commission staff liaison usually within 30 days. There is no fee for any notification (or any petition). Please do not send any paper copies or any emailed attachments; submit only this completed, online form (including any links to additional information deemed helpful).

ATS Commission Staff Liaison Email *

A copy of your form will be sent to this address

CEO Email

A copy of your form will be sent to this address

CAO Email

A copy of your form will be sent to this address

ALO Email

A copy of your form will be sent to this address

Additional comments

SAMPLE