Notification related to Degree Program
(non-substantive change, i.e., within a category the school already offers)

All fields marked with * are required and must be filled.

The Policies and Procedures (VI.A.6) require schools to notify ATS Commission staff of certain types of "non-substantive" changes and to receive acknowledgement by staff of those changes before they are implemented. This form covers three types: (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. Adding a degree in a new degree category or that represents a significant departure from currently approved degrees, or discontinuing a degree that also involves closing a location requires a petition rather than a notification (see ATS petitions and notifications webpage).

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). Commission staff will typically acknowledge this notification within 30 days. Allowing 60 days to acknowledge new degrees allows more time to ensure that the new degree does not constitute a substantive change, which requires Board approval, and ensures accurate Commission records. Schools are to use this form to notify staff for each change related to degrees by completing the relevant portion (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: *

Click to select from menu

ii. Contact information for person submitting this form: *

Prefix  First Name (MI)  Last Name  Suffix
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
(see Policies and Procedures IV.D.1)

All fields marked with * are required and must be filled.

1. Previous name of approved degree: *

2. New name of 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”

Adding a new degree that is not a substantive change

(per Policies and Procedures IV.D.1, a petition—not this notification—is required if the new degree is "in a new category" or "represents a significant departure from currently approved degrees")

All fields marked with * are required and must be filled.

1. Name of new degree: *

2. Date when new degree will be implemented: 
   [ ] Month / [ ] Day / [ ] Year

3. Total semester credits required: *
   [ ] ex: 72
   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
   ○ No

5. Does this new degree represent a significant departure from currently approved degrees, in terms of faculty, facilities, or finances needed? *
   ○ Yes
   ○ No

6. If at least half the degree will be offered Not applicable (i.e., most/all this degree will not be offered online)
online, does the school have comprehensive distance education approval? *

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

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

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

**Discontinuing a degree that does not involve closing a location**

(per Policies and Procedures IV.E.3, if discontinuing a degree also involves closing a location where at least half of the degree may be earned, then submit instead a petition for closing an approved location—not this notification)

All fields marked with * are required and must be filled.

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

Use semicolon (;) to separate multiple programs where dates below align, or submit another form.
2. Reason for degree(s) being discontinued: *

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

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

5. Projected date of when last student will exit the above program(s): *

All fields marked with * are required and must be filled.

When finished, please submit this petition to the ATS Director of Commission Information Services 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. Please do not implement this change until you receive that acknowledgement from your liaison. 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 requested).

**ATS Commission Staff Liaison Email**

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<th>Click to select from menu</th>
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A copy of your form will be sent to this address

**CEO Email**

(optional)

A copy of your form will be sent to this address

**CAO Email**

(optional)

A copy of your form will be sent to this address

**ALO Email**

(optional)

A copy of your form will be sent to this address

**PDF attachment (optional)**

Choose File No file chosen

If submitting multiple documents, consolidate these as one (bookmarked) PDF file

**Additional comments**

Submit