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

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

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

1. Current degree nomenclature: *

Must match current record; cf. school entry at https://www.abc.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

Month / Day / Year
become effective: *

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).

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

   ex: 72

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

3. Total semester credits required: *

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

   ○ Yes

   ○ Other

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

- No
- Other

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

Click to select from menu

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 degree, how does the school primarily define this program? *

Click to select from menu

Otherwise, for a degree other than an MA (i.e., Standards 4.6-4.9), 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).

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

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

Submit separate forms per degree, unless dates align 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): *

5. Date 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 *

Click to select from menu

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)