

Letter of Intent

A Letter of Intent must be submitted to ADHE for the creation of a new program, new organizational unit, or new off-campus instruction center. Letters of Intent must be submitted to ADHE by the established deadlines. Once a Letter of Intent has been approved by the AHECB, a Proposal for the new program or organizational unit can be presented no sooner than the following AHECB meeting. Proposals should be submitted no later than one year after LOI approval. A workforce analysis will be conducted based on the information provided in this form. Results will be provided by ADHE and should be used when writing a proposal.

Please complete the Institution information below and Category 1, 2, or 3, depending on the intent.

Institution:

Name of Provost/Chief Academic Officer	Signature	Date

President/Chancellor Approval Date:

Contact Person: Contact Person's Title:

Contact Phone Number: Contact Email Address:

Provide a copy of the e-mail sent to all Arkansas public institutions notifying them of the proposed program, unit, or off-campus instruction center. Please inform institutions not to send the response to "Reply All". ADHE Academic Affairs staff (academic.affairs@adhe.edu) should be copied on all correspondence between institutions regarding any objections or concerns of the proposed program. If the objection/concern(s) cannot be resolved, ADHE may intervene.

Category 1: New Academic Administrative/Organizational Unit

For new administrative units that serve as the basis for faculty appointments or the offering of degrees.

Proposed Name of Academic Administrative Unit:

Effective Term and Year:

Basis for Academic Administrative Unit: ☐ Faculty Appointments ☐ Offering Certificate/Degree Programs

Description of Academic Administrative Unit:

Category 2: New Off-Campus Instruction Center

A minimum of 50% of the credits for an existing certificate/degree must be offered at an off-campus instruction center.

Proposed Name of Off-Campus Instruction Center:

Effective Term and Year: Projected annual student enrollment:

Address of Off-Campus Instruction Center:

Justification for Off-Campus Instruction Center: Include projected annual budget for administrative and faculty resources, facilities and equipment, and sources of funding. Why is proposed off-campus center needed if other AR institutions are located in the area?

Letter of Intent



Category 3: New Degree Program

Proposed Name of Certificate/Degree Program:

Requested CIP Code: Effective Term and Year:

Mode of Delivery: ☐ On-Campus ☐ Distance Education* ☐ Off-Campus Location*
(check all that apply) %Online: (Name and physical address)

Existing certificate/degree programs that support the proposed program

Brief Program Description:

Workforce Analysis Information Required for New Programs

A workforce analysis will be conducted based on the information provided below. Results of this analysis should be used when writing a new program proposal.

Relevant SOC Code(s):

Relevant NAICS Code(s):

Possible occupation title(s):

Employment Region(s): Indicate counties, states, regions, metropolitan areas, or drive-time where graduates are most likely to work.

Supportive Workforce Analysis Considerations: Describe any existing data, characteristics (program or institutional), or anecdotes that would be helpful in conducting a workforce analysis.

**If notification is required by HLC, please submit a copy of the written notification.*

Please save and upload this form to: [File Transfer System](#)