**Notification Form for Administrative Changes**

**Texas Higher Education Coordinating Board**

|  |
| --- |
| Directions: An institution shall use this form to notify the Board of an administrative change.  Information: Contact the Division of Academic and Health Affairs at [AHA@highered.texas.gov](mailto:AHA@highered.texas.gov) or 512.427.6200 if you have questions or need additional information. |

|  |
| --- |
| **Administrative Information**  1. Institution: |
| 2. Description of Administrative Change: *Provide an explanation of the change (e.g., create a new Department of Sociology; merge existing College of Science and College of Liberals Arts into a new College of Arts and Science, etc.)*  3. Program Inventory: *Show how the change would appear on the Coordinating Board’s Program Inventory. Include all degree programs and corresponding Texas CIP codes affected by the change. Do not include proposed administrative unit codes for the new academic unit(s). Coordinating Board staff will assign the new administrative unit codes.* |
| 1. Implementation Date: *(MM/DD/YY)* 2. Phase Out Date (if applicable): *(MM/DD/YY)* |
| 6. Contact Person: *Provide contact information for the person who can answer specific questions about the program and the administrative change requested.*  Name:  Title:  E-mail:  Phone: |