

ARKANSAS DEPARTMENT OF EDUCATION

Procedure for Minor Revisions to an Existing Professional Education Program

(less than 25% of program)

1. Arkansas public universities and institutions certified under Ark. Code Ann. §6-61-301, including out of state colleges and universities, shall submit to the Arkansas Department of Higher Education (ADHE) a [*Letter of Notification - 3*](#) delineating the minor programmatic revisions. The ADHE will forward the *Letter of Notification* to the ADE.
2. Arkansas private colleges and universities shall submit to the Arkansas Department of Education (ADE) a *Letter of Notification* delineating the minor programmatic revisions and accompanied by the appropriate documentation.
 - a. If a revision includes new program or degree titles, indicate this information in the documentation.
 - b. If a revision includes course numbers and/or titles, accompanying documentation shall include a revised plan of study that indicates the new numbers/titles and syllabi for the new course(s).
 - c. If a revision includes additional sites for offering the program, they should be indicated in the documentation.
3. Minor programmatic revisions do not require a panel review.
4. The ADE Teacher Preparation Program Advisor responds in writing to IHE, ADHE and other ADE personnel confirming the revisions.