**The Letter of Notification** must include the following information.

Name of institution: Northern Kentucky University

Name of the change proposed: New Program: *<Enter Program Name here>*

Credential(s) involved:

Starting date:

**If the change involves a new program:**

1. What previously approved programs are closely related to this new program and how are they related?
2. Will significant additional equipment or facilities be needed?
3. Will significant additional financial resources be required?
4. Will a significant number of new courses be required?
5. Will a significant number of new faculty members be required?
6. Will significant additional library/learning resources be required?

**If the change involves an off-campus site**:

Name and physical address of the site: