ACADEMIC ALERT #2012-03

DATE: **February 2012**

DECISION: **Provost Office**

Update to Academic Alert #2010-07: Clarification of Name Change for M.Ed. Adult and Continuing Education Program (from M.Ed. Adult Education)

RATIONALE: It has been brought to the attention of the Vice Provost for Institutional Effectiveness & Accreditation that a decision was made at the SAPC meeting of May 20, 2010 in which the name of the program formerly known as "Adult Education" was changed to "Adult and Continuing Education." An academic alert should have been issued at that time to indicate this decision, but was not. Therefore, the current academic alert is being issued to resolve any confusion and to inform the NLU community that the correct name of the program is "Adult and Continuing Education."

APPROVAL(S): Senate Academic Planning Committee: May 20, 2010.

IMPLEMENTATION DATE: Effective Immediately

CONTACT(S): Randee Lawrence: Faculty, Department of Adult and Continuing Education (630) 874-4388; RLawrence@nl.edu;
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Implementation
The NLU website will need to be updated to reflect the new name of the program.

The catalog will be modified by the Assistant Registrar for Catalogs based on the information provided in the academic alert.

Staff in the Offices of Advising and Enrollment Management, need to be knowledgeable about the program name change.

Staff in the Marketing department will need to be knowledgeable about the program name change for marketing materials.

The Adult and Continuing Education Department will update the courses to reflect the change in the program.

Ken Kasprzak, Director of Admissions Processing and Response Center will ensure that the name change is reflected in all admissions records and documents, and that staff are informed accordingly.

Vice Provost Marsha Watson will notify the Higher Learning Commission and seek any necessary approval.

Zora Ziazi, Director of Assessment & IR will notify the states of IL, WI and FL and seek approval as needed.

SIGNATURE:

Kathleen M Sheridan PhD

Kathleen Sheridan, Ph.D.
Vice Provost of Academic Programs and Faculty Development