

LETTER OF NOTIFICATION (LON)

TIPS FROM THEC

- READ & REFERENCE [THEC'S LON CHECKLIST](#)
- LOOK AT [LON EXAMPLES](#) UP FOR PUBLIC COMMENT
- BE CLEAR & CONSISTENT
 - WRITE FOR SOMEONE WHO IS NOT AN EXPERT IN THE SUBJECT MATTER
 - EXPLAIN THE DEGREE BEING PROPOSED, WHY IT IS DISTINCT, & WHY IT IS NEEDED
- BE REALISTIC WITH FINANCIAL & ENROLLMENT PROJECTIONS
 - THESE WILL BE USED TO MONITOR THE DEGREE'S PERFORMANCE
 - MAKE SURE THE FINANCIAL PROJECTION FORM MATCHES THE BUDGET NARRATIVE
- REFERENCE THE [STATE MASTER PLAN](#) & MTSU'S [MISSION STATEMENT](#) & [ACADEMIC MASTER PLAN](#)
 - ARTICULATE HOW THE DEGREE WILL ACHIEVE STATE AND INSTITUTIONAL GOALS
- FOCUS ON WORKFORCE OUTCOMES FOR STUDENTS
 - REFERENCE [LABOR & WORKFORCE REPORTS](#)
 - INCLUDE REALISTIC JOB OPPORTUNITIES FOR DEGREE GRADUATES
- INCLUDE STRONG LETTERS OF SUPPORT THAT AREN'T SIMPLY FORM LETTERS

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