SECTION: Business Affairs
SUBJECT: Notification of Legal and Programmatic Changes

ISSUED BY: Vice President for Business Affairs and Treasurer
REPLACES:
APPROVED BY: Board of Trustees
EFFECTIVE DATE: July 1, 1994

The Legal Process Agent for Asbury College is the Vice President for Business Affairs and Treasurer. The Vice President for Business Affairs and Treasurer shall be responsible for providing official notification for the following legal changes:

- Change in the legal or business name of Asbury College.
- Change in ownership or control.
- Any other change of legal significance.

The Provost for Asbury College shall be responsible for providing official notification for the following programmatic changes:

- Adding a location where at least 50% of an educational program is offered.
- Adding a new program of study leading to a higher or lower level of degree than presently offered.

The following agencies and organizations shall be notified, as appropriate, of any such changes:

- Internal Revenue Service.
- U.S. Department of Education.
- Kentucky Council on Higher Education.
- Kentucky Education Professional Standards Board.
- Commonwealth of Kentucky State Department.
- Commission on Colleges - Southern Association of Colleges and Schools.
- Departmental accrediting agencies:
  - Music (National Association of Schools of Music.)
  - Education (National Council for Accreditation of Teacher Education.)
  - Social Work (Council on Social Work Education.)
- All external vendors listed with the Business Office.

Such notification shall be made within 10 business days of the effective date of the change.