STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA
STATE-LEVEL REQUIREMENTS FOR APPROVAL
OF VARIOUS ACADEMIC PROGRAM ACTIONS
AT PUBLIC INSTITUTIONS

This process chart was developed by SCHEV staff as a reference guide for public institutions seeking state action on academic programs. Shaded actions require preparation of program proposals. Non-shaded actions require submission of designated forms and narrative statements. SCHEV's "Policies and Procedures for Program Approvals and Changes" contains definitions of these terms, specific policy statements, detailed instructions, and all requisite forms.

Academic Program Action Sought by Institution	State-Level Requirement			
	Council Approval	SCHEV Staff Approval	Action Reported to SCHEV	No Action Required at State Level
New Degree Program[1]	X			
Spin-Off Degree Program		X		
First Professional Degree[1]	X			
Health Program[1,2]	X			
Major, Concentration, Option, Emphasis, Focus or Track				X
Certificate			X[3]	
C.A.G.S. or Ed.S.[1]	X			
Program Merger		X[4,6]		
Degree Designation Change[1]		X[5]		
Program Title Change		X[5]		
CIP Code Change		X[5]		
Program Discontinuance			X[6]	

[1]If a proposed academic program will elevate a public institution to a new degree level, then the institution must also seek approval to change its degree-level authority through the appropriate state procedures.
[2]§23-9.10:1 The State Council of Higher Education is hereby designated the planning and coordinating agency for all post-secondary educational programs for all health professions and occupations.
[3]Certificate programs must be reported using the "Program Proposal Cover Sheet."
[4]Submit the "Format for Merging Academic Programs" cover sheet and requisite narrative statement.
[5]Submit the "Format for Revising Academic Programs" cover sheet and requisite narrative statement.
[6]Submit the "Intent to Discontinue an Academic Program" cover sheet and requisite narrative.

State Council of Higher Education for Virginia
ACADEMIC PROGRAMS AT PUBLIC INSTITUTIONS:
POLICIES AND PROCEDURES FOR PROGRAM APPROVALS AND CHANGES

Effective: May 1, 2002

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ACADEMIC PROGRAMS AT PUBLIC INSTITUTIONS:
POLICIES AND PROCEDURES FOR PROGRAM APPROVALS AND CHANGES

Effective: May 1, 2002

I. Council's Statutory Obligations Related to Academic Programs at Public Institutions

The Code of Virginia, Section 23-9:6:1, charges the State Council of Higher Education for Virginia (SCHEV) with various responsibilities, authorities, and duties. Those obligations related to academic programs at public institutions are listed below.

A. Responsibilities
- To consider programs while developing system-wide plans under which the state-supported institutions of higher education of Virginia shall constitute a coordinating system (Section 23-9.6:1.1).
- To review and approve or disapprove all new academic programs which any public institution of higher education proposes, including both undergraduate and graduate programs (Section 23-9.6:1.5).

B. Authority
- To adopt such rules and regulations as the Council believes necessary to implement all of the Council's duties and responsibilities as set forth in the Code. The various public institutions of higher education shall comply with such rules and regulations (Section 23-9.6:1.14).

C. Duty
- The Council, insofar as practicable, shall preserve the individuality, traditions and sense of responsibility of the respective institutions. The Council, insofar as practicable, shall seek the assistance and advice of the respective institutions in fulfilling all of its duties and responsibilities (Section 23-9.6:1).

The Council has established the following policies and procedures related to academic programs at public institutions as part of its obligation "to promote the development and operation of an educationally and economically sound, vigorous, progressive, and coordinated system of higher education in the State of Virginia" (Code of Virginia, Section 23-9.3[a]).

II. Policy Statements on Academic Programs at Public Institutions

A. Overview
The intent of this policy is to fulfill the Council's statutory responsibilities and duties without burdening public institutions with complex and lengthy procedures. In all its work, SCHEV adheres strongly to four key principles (see SCHEV Mission Statement—*hotlink*), including the following:

Respect at all times the autonomy and legal authority of the institutional
Boards of Visitors and Trustees.

In this spirit, this set of policies and procedures related to academic programs was prepared by SCHEV staff in consultation with Council members, the Secretary of Education, and the chief academic officers of the state-supported institutions of higher education. This policy and its attendant procedures will help ensure that Virginia's public colleges and universities continue to make the most efficient use of state resources, avoid unnecessary duplication, and contribute to the goals identified in the 2002–2006 System-wide Strategic Plan.

B. Operational Definitions of Key Terms

Degree program: curriculum leading to the award of an associate's, bachelor's, master's, professional, or doctoral degree; is identified by a separate CIP code in the SCHEV program inventory; and, is listed on the student diploma. All curricula under the CIP code share a common core of courses[1], but various groupings of fewer courses may be used to define a variety of related support areas that do not appear on the diploma (major, concentration, option, emphasis, focus or track). Council approval is not required to add new support areas to an existing degree program.

> [1]Common core requirements:
>
> | | |
> |---|---|
> | Bachelor's degree | 25% of total credit hours required for the degree, excluding general education core |
> | Master's degree | 50% of total credit hours required for the degree |
> | Doctor's degree | 25% of total credit hours required for the degree |

New program: curriculum leading to the award of a new degree that includes content in a discipline or field not currently offered by the institution; shares fewer than one-fourth of its courses (excluding general education core) with an existing program; and, requires a separate CIP code. Additional faculty, facilities, or funding may be required to initiate and operate the new program. Council approval is required to confer the new degree.

Spin-off program: curriculum that expands an existing degree program into a stand-alone degree at the same degree level and does not change its essential character, integrity, or objectives and shares at least the first two digits of the existing program's CIP Code; shares at least three-quarters of courses with the existing degree program; requires minimal or no additional faculty; and, is funded through internal reallocations or private funds and does not require additional state funding. SCHEV reserves the right to determine whether a proposal is considered a new program or a spin-off program, and SCHEV staff approval is required to confer a spin-off degree.

First-professional degree: curriculum that includes theory and practice of the basic body

of knowledge and skills required to function as an entry-level professional in certain occupational fields recognized for reporting purposes by the U.S. Department of Education. These programs must meet the following criteria: (1) completion of the academic prerequisites to become licensed in a recognized profession; (2) requires at least two years of college-level study prior to entering the program; (3) total registered time to degree, including both pre-professional and professional study, equals at least six academic years. First professional degrees, while sometimes called doctoral degrees, are distinguished from research doctorates in that they do not include a required component of original research or a demonstration of expertise in a field beyond that required to qualify for basic licensing examinations. First professional degrees may be awarded in the following fields:

Chiropractic (D.C., D.C.M.)	Pharmacy (B.Pharm., Pharm.D.)
Dentistry (D.D.S., D.M.D.)	Podiatry (Pod.D.,D.P., D.P.M.)
Medicine (M.D.)	Veterinary Medicine (D.V.M.)
Optometry (O.D.)	Law (L.L.B., J.D.)
Osteopathic Medicine (D.O.)	Divinity/Ministry (B.D., M.Div.)
Rabbinical and Talmudic Studies (M.H.L., Rav)	

Certificate program: curriculum leading to a formal award certifying completion of post-baccalaureate degree-level work in an academic or occupationally specific field of study. Council approval is not required to award a certificate.

Certificate of Advanced Graduate Studies (C.A.G.S.) or Educational Specialist Degree (Ed.S.): curriculum leading to a formal award certifying completion of one year of study beyond the master's level in an academic or occupationally specific field of study. These programs are usually intended for professional licensure or professional development. Council approval is required to award the C.A.G.S. and the Ed.S.

Program merger:
1. Merger of two or more programs into an existing program in the SCHEV program inventory. Merged programs must meet the minimum requirements for the common core (see above). Research-based graduate degrees (thesis and dissertation option) are different in kind from course work-based undergraduate and graduate degrees in that didactic work is chosen to provide specific background for the proposed research. For research-based graduate programs, the merged programs must share a recognized academic relationship and must have the same minimum requirements for credit hours in terms of didactic and thesis/dissertation work. SCHEV staff approval is required for this type of program merger.

2. Consolidation of two or more programs into a new degree program with a new CIP code and degree title. Existing programs and the consolidated new program must meet the minimum requirements for the common core (see above). For research-based graduate programs, see requirements above. SCHEV staff approval is required for this type of program merger.

<u>Degree designation change</u>: change made in an existing degree designation (as reflected in SCHEV's program inventory), provided no significant changes have been made to program requirements, content, or emphasis (e.g. from the B.A. degree to the B.S. or from the M.A. in Fine Arts to the M.F.A.). SCHEV staff approval is required for a change in degree designation.

<u>Program title change</u>: change made in an existing program title (as reflected in SCHEV's program inventory), provided no significant changes have been made to program requirements, content, or emphasis, and provided that the new program title replaces the current program title (e.g. from the M.F.A. in Arts to the M.F.A. in Visual and Performing Arts). SCHEV staff approval is required for a program-name change.

<u>CIP code change</u>: change made in an existing six-digit CIP code designation (as reflected in SCHEV's program inventory), provided no significant changes have been made to program requirements, content, or emphasis, and provided that the new CIP code replaces the current code to respond to changes in the field or to better reflect the intent of the program. SCHEV staff approval is required for a CIP code change.

<u>Program discontinuance</u>: action taken to close a program by indicating in SCHEV's program inventory the dates for which no new enrollments and no new graduates will be reported. Subsequent notification of SCHEV staff is required. The intent to close a program in a Critical Shortage area requires additional information. Institutions must seek Council approval for a new degree program if reactivation of a discontinued program is desired.

C. "New" and "Spin-Off" Academic Programs

1. Background
By Council action in March 2002, distinctions were established between "new programs" and "spin-off programs" (see **Operational Definitions** above--*hotlink*) within SCHEV's approval process. The purpose of this action was to clarify and streamline program- approval procedures. As a result of this action, while the Council will continue to formally approve all new programs, SCHEV staff have been delegated the responsibility for approval of spin-off programs that meet the criteria specified in these policies and procedures. New and spin-off programs must be proposed to SCHEV using the guidelines, instructions and forms contained herein.

2. New Academic Programs
A public institution's Board of Visitors or the State Board for Community Colleges must approve each proposal for a new academic program prior to its submission to the Council. Board approval is the culminating step in a series of reviews by curriculum committees at the department, college, and university levels, as well as by each chief academic officer. For this reason, Council defers to the respective boards' authority for determining the appropriateness of proposed curricula, course descriptions, faculty credentials, and library resources, as well as student admission, continuation, and exit

requirements. Meanwhile, the Council's consideration of proposals will center on system-wide aspects of each new program.

The Council is particularly interested in questions related to issues of "need" for new academic programs. These questions center around the state's need for the proposed program as well as the institution's need for it.

- **Why does Virginia need this program at this time?**
  Student Needs. Will the program fill demonstrable student needs in the state? If so, what Virginia and/or non-Virginia market data indicate current unmet student demand for such curricula? If not, why does the institution anticipate student demand for the program?

  Employer Needs. Will the program fill demonstrable employer needs in the state? If so, what Virginia and/or non-Virginia market data indicate current unmet employer demand for graduates of such programs? If not, will the program fill demonstrable non-employment needs in the state?

  State Needs. Will the program duplicate similar offerings in Virginia? If so, what are the needs (justifications) for the state to duplicate these efforts? (How many similar programs are offered in the state; where? What is the enrollment strength of these similar programs? Will the proposed program be an optimal use of state resources in light of state budget considerations and the contributions of any existing programs?) If not, what are the needs (justifications) for the state to initiate a truly new curriculum at this time?

- **Why does the institution need this program at this time?**
  Institutional Needs. Will the program fill demonstrable institutional needs? (Does the institution need the program to fulfill its approved mission?) If so, how and how well will the program fit with the institution's SCHEV-approved mission statement? If not, what are the institutional needs (justifications) for the proposal at this time?

  Resource Needs. Will the program impact the institution's budget? If so, how and how significantly? (Will changes be required in faculty, staff, facilities, etc.? Will the program be the optimal use of institutional resources in light of state budget considerations, as well as the contributions of any existing programs and the benefits of collaborative efforts?) If not, how will resources be internally reallocated to fund the program?

3. **Spin-Off Programs**
   Many proposals submitted to the Council seek approval for programs that are extensions or outgrowths of existing curricula (minors, majors, tracks, options, or concentrations). Such "spin-off" programs (see **Operational Definitions** above—*hotlink*) use predominantly existing courses, existing faculty, and reallocated institutional resources. The Council has delegated the authority for approval of such

proposals to SCHEV staff. This spin-off designation and its associated procedures are expected to expedite approvals of such programs while also supporting institutional flexibility, responsiveness to the needs of business and industry, and entrepreneurial initiatives. Both new and spin-off programs must be proposed to SCHEV using the guidelines, instructions and forms contained herein.

D. Changes to Existing Programs

In addition to proposals for new and spin-off programs, institutions may propose modifications to existing programs. Such modifications may include program mergers, program discontinuances, and changes in degree designations, program names and CIP codes (see **Operational Definitions** above—*hotlink*). Council has delegated approval authority for such changes to SCHEV staff. Requests for such changes necessitate the submission of information and forms different and separate from those required for new and spin-off programs; these requests must be submitted as specified in these policies and procedures. Proposed changes to existing programs should not be submitted as organizational changes. Upon review of requests, staff action on such changes will be sent directly to the corresponding institutional chief academic officers. Final authority for all program actions remains with the Council.

E. Additional Policies Related to Academic Programs at Public Institutions

1. Policy on the Review of New, Spin-Off, and Merged Programs

Institutions must conduct in-depth reviews of new, spin-off, and merged programs in the year following the first graduates to determine whether these programs should continue. A program that does not meet its enrollment goal by the target enrollment year may be closed immediately or given a specified period, not to exceed two years, to meet its enrollment goal or be closed.

2. Policy on Doctoral and First-Professional Programs

Doctoral degrees normally will be offered by the major research universities. Exceptions will be considered (1) if another institution has a special capacity to offer a doctoral degree, usually a professional sort as distinguished from a research degree; (2) if there is strong demand from place-bound professionals for the proposed program; or (3) if there are special circumstances that support the proposed program.

For the purposes of this policy, the following institutions are considered to be the major research institutions: the College of William and Mary, George Mason University, Old Dominion University, the University of Virginia, Virginia Commonwealth University, and Virginia Tech. Each institution awards doctoral degrees in many fields and all have at least one first-professional program.

James Madison University and Norfolk State University each have limited authority to offer doctoral degrees. Radford University and Virginia State University currently have authorization to offer one program between the master's and doctoral levels.

3. Policy on Programs at a New Degree Level[1]
An institution wishing to offer one or more programs at a new degree level must simultaneously submit the program proposal(s) and follow the procedures outlined in the Council's "Guidelines for Change in Degree-level Authority for State Institutions" (*hotlink*). Negative action on the request to confer degrees at a new level results in the denial of the request for any programs at that level. However, approval of the new level does not automatically result in approval of the requested degree program(s). Each proposed program will be considered individually.

III. Procedures for Submission of Proposals for New and Spin-Off Programs

A. General Guidelines for New and Spin-Off Program Proposals

- All new program proposals and all health-related proposals, whether spin-off or new, must be reviewed and approved by Council. Proposals must be submitted to the State Council of Higher Education at least nine months prior to the institution's desired initiation date. For information on the review schedule, consult the Council's web site at http://www.schev.edu/AdminFaculty/Policies4DegreePrograms.asp

- If an institution applies for a change in degree-granting status or submits a large number of proposals at once, it should allow more time for Council action.

- Proposals for spin-off programs are eligible for expedited review and approval by Council's staff if they will be fully supported through internal reallocation and comprised predominantly of existing courses and existing faculty. SCHEV reserves the right to determine whether a proposal will be considered as a new program or spin-off program.

- Approval to initiate a degree program does not imply approval of the projected budget or budget initiatives for that program, or approval of a mission change (see "Policies and Procedures for Mission Changes"—*hotlink* [under development]).

- Approval to initiate a new degree program may also require a substantive change review by the Southern Association of Colleges and Schools if the new program significantly modifies or expands the scope of the institution.

- For doctoral level programs, institutions are responsible for identifying qualified external reviewers and arranging and funding a site visit to be completed eight weeks prior to the

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[1]§23-9.6:1.3 The State Council of Higher Education for Virginia is authorized "to study any proposed escalation of any public institution to a degree granting level higher than that level to which it is presently restricted and to submit a report and recommendation to the Governor and the General Assembly relating to the proposal. The study shall include the need for and benefits or detriments to be derived from the escalation. No such institution shall implement any such proposed escalation until the Council's report and recommendation have been submitted to the General Assembly and the General Assembly approves the institution's proposal."

expected date of Council action. Consultants' written reports should be sent to the institution and forwarded to SCHEV five weeks prior to the expected date of Council action.

B. Specific Instructions for New and Spin-Off Program Proposals

1. Proposal Format

- Complete the Program Proposal Cover Sheet (below).

- Use word-processing software compatible with Microsoft Word 2000.

- Provide a table of contents and number all pages of the proposal.

- Provide a descriptive narrative that addresses items 2iii. and 2iv. (below) in sufficient detail to inform reviewers who may not be familiar with the discipline.

- Insert any forms at the end of the narrative for that section.

- If attachments are submitted, please scan them and insert them electronically at the end of the narrative.

- Use clip or rubber band—please do not bind materials.

- Address all proposal correspondence to Dr. Nancy Cooley, Academic Affairs Director. Submit one electronic and two hard copies with original signatures on both copies to Darlene Derricott at DarleneDerricott@schev.edu.

Note: Samples of electronic proposals may be viewed in the Council Agenda Books at http://www.schev.edu/SCHEVs/AgendaBooks/AgendaBookIndex.asp. Look in "Academic Affairs Committee" materials for meetings beginning in April 2002**.**

2. Proposal Requirements, Components and Forms
Proposals for new and spin-off programs must include six components: (i) a letter from the chief academic officer containing the information listed below; (ii) a "Program Proposal Cover Sheet"; (iii) a description of the proposed program containing the information listed below; (iv) a justification for the proposed program containing the information listed below; (v) a "Summary of Projected Enrollments in Proposed Program" form; and (vi) a "Projected Resource Needs for Proposed Program" form.

i) Letter from Chief Academic Officer

A letter from the chief academic officer must accompany the program proposal. The letter must:

- describe the institution's commitment to the proposed program (in terms of faculty, financial and physical resources);

- explain how the proposed program will fit with the institution's mission and strategic plan; and

- describe funding plans for the proposed program, including a description of what the institution will stop doing or do differently in order to initiate it, including tracks, options, concentrations, majors, minors, or degrees proposed for closure or consolidation.

Note: If the proposed program will be offered jointly or in collaboration with one or more additional institutions (public or private), the chief academic officer(s) of the collaborating institution(s) should also submit a letter of support and explanation.

ii) Program Proposal Cover Sheet

The cover sheet on the following page must be used to submit proposals for new and spin-off programs.

STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA
PROGRAM PROPOSAL COVER SHEET

1. Institution	2. Program action (Check one):
	    Spin-off proposal _____
	    New program proposal _____

3. Title of proposed program	4. CIP code

5. Degree designation	6. Term and year of initiation

7. Term and year of first graduates	8. For community colleges: date approved by local board

9. Date approved by Board of Visitors	10. For community colleges: date approved by State Board for Community Colleges

11. If collaborative or joint program, identify collaborating institution(s) and attach letter(s) of intent/support from corresponding chief academic officers(s)

12. Location of program within institution (complete for every level, as appropriate). If any organizational unit(s) will be new, identify unit(s) and attach a revised organizational chart and a letter requesting an organizational change (see Organizational Changes--*hotlink*).

    School(s) or college(s) of _____

    Campus (or off-campus site) _____

    Distance Delivery (web-based, satellite, etc.) _____

13. Name, title, telephone number, and e-mail address of person(s) other than the institution's chief academic officer who may be contacted by or may be expected to contact Council staff regarding this program proposal.

iii) Description of Proposed Program

Using the following bullet format, please include a brief <u>narrative</u> description of the program that addresses these key questions:

- How many credit hours are required for the proposed degree? **Note**: Strong educational justification must be provided for requiring more than 60 credits for an A.A., A.S., or A.A&S. degree; 65 credits for an A.A.S. degree; or 120 credits for a baccalaureate degree.

- What learning outcomes (knowledge and skills) are graduates expected to demonstrate?

- When and how does the institution plan to assess student learning? How does the assessment plan fit into the institution's overall program review?

- What are the benchmarks by which the program will be deemed successful, when will they be applied, and what will the institution do if the program does not meet the benchmarks? These benchmarks may include meeting projections for enrollment, job placement or acceptance rates into graduate studies, and satisfaction of employers and graduates with the program.

- Is this program an expansion of an existing certificate, option, concentration, track, minor or major? If so, what courses or faculty will be added? Will approval of the program result in closure of the existing certificate, option, concentration, track, minor, or major?

- If this is a collaborative program with another institution of higher education or with business and industry, what is the extent of the collaboration? Describe resources available from each partner and how those resources will be allocated to support the program. Also describe how the program will be administered and which institution(s) will award the degree.

- Does the program respond to current needs, or is it in anticipation of future needs? If the latter, how was this determined?

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iv) **Justification for the Proposed Program**

Using the following bullet format, please include a brief <u>narrative</u> description of the program that addresses these key questions:

- Provide evidence that the Commonwealth needs this program (or will need it in the future because they are visionary, address emerging disciplines, etc.). Include evidence that the proposed program is not unnecessarily duplicative *(hot link to SCHEV's productivity guidelines currently under revision)* of programs at other institutions in Virginia. Describe how the proposed program is similar to and different from other programs in this discipline in the region or state.

- All spin-off proposals must include the current curriculum (major course requirements only) of the existing degree program.

- Provide evidence of employer demand for graduates, including current and future need for such graduates. Evidence of demand should:

  > Cite sources of information. (For example, statistics from the U.S. Department of Labor, Bureau of Labor Statistics, or Virginia Employment Commission (*hotlinks*), and position announcements from professional journals or other sources of information about jobs.)

  > Include letters of support from prospective employers that include a statement of need for these graduates.

  > Include labor market information appropriate to the scope of the program (i.e., if the program is national in scope, provide national labor market data; if regional, then regional market data; if local, then local data).

- Provide evidence of student demand to support projected enrollments.

- A full report of results and a copy of any surveys administered.

- A summary, with citations, of any other sources that document student demand.

- The estimated headcount and FTE (full-time equivalent) students, including sources for the projection. With the assistance of the institution's planning or Institutional Research office, complete and attach the "<u>Summary of Projected Enrollments in Proposed Program</u>."

- The number of such programs in the state, including the average number of students enrolled (headcount), and the average number of graduates over the past five years. (*hotlink to SCHEV site*.)

v) Summary of Projected Enrollments in Proposed Program
  Complete and submit the form below.

_____

STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA
SUMMARY OF PROJECTED ENROLLMENTS IN PROPOSED PROGRAM

Instructions:

- Enter the appropriate dates at the top of each column.

- Provide **fall headcount enrollment (HDCT)** and **annual full-time equivalent student (FTE) enrollment**. Round the FTE to the nearest whole number.

Note: **Target Year** refers to the year the institution anticipates the program will have achieved full enrollment. The Council will review for possible closure any program that has not met SCHEV's productivity standards *(hotlink to productivity standards)* within five years of the date of first program graduates. Programs that do not anticipate meeting SCHEV productivity standards should not be proposed (*hotlink to productivity standards*).

Projected enrollment:

Year 1		Year 2		Year 3		Year 4		Target Year		
20___ - 20___		20___ - 20___		20___ - 20___		20___ - 20___		20___ - 20___		
HDCT ____	FTES ____	HDCT ____	FTES ____	HDCT ____	FTES ____	HDCT ____	FTES ____	HDCT ____	FTES ____	GRAD ____

Definitions:

HDCT—fall headcount enrollment
FTES—annual full-time equated student enrollment
GRADS—annual number of graduates of the proposed program

vi) Projected Resource Needs

Instructions:
In a <u>narrative</u>, describe the available and additional program resources anticipated in the following categories, explaining the need to operate the program:

full-time faculty	part-time faculty
graduate assistants	classified positions
targeted financial aid	equipment (including computers)
library	telecommunications
space	other resources

Describe all sources of funds and the anticipated effect of any reallocation of funds and faculty within the instructional unit.

Complete and attach the form "<u>Projected Resource Needs for Proposed Program</u>." On that form:
- answer the questions listed in Part A.
- use the number of full-time equivalent (FTE) positions when completing the table in Part B.
- in Part C, use 0% salary increases and no inflation factor for any other cost item. At the bottom of the table, specify the amounts and sources of funds for the proposed program.

_____

PROJECTED RESOURCE NEEDS FOR PROPOSED PROGRAM

Part A: Answer the following questions about general budget information.

- Has or will the institution submit an addendum budget request
  to cover one-time costs?   Yes_____ No_____

- Has or will the institution submit an addendum budget request
  to cover operating costs?   Yes_____ No_____

- Will there be any operating budget requests for this program
  that would exceed normal operating budget guidelines (for
  example,unusual faculty mix, faculty salaries, or resources)?   Yes_____ No_____

- Will each type of space for the proposed program be within
   projected guidelines?   Yes_____ No_____

- Will a capital outlay request in support of this program be
  forthcoming?   Yes_____ No_____

Part B: Fill in the number of FTE positions needed for the program.

	Program initiation year 20____ - 20____		Total expected by target enrollment year 20____ - 20____	
	On-going and reallocated	Added (New)	On-going and reallocated	Added (New)
Full-time faculty				
Part-time faculty				
Graduate Assistants				
Classified Positions				
TOTAL				

Part C: Estimated $$ resources to initiate and operate the program.

	Program initiation year 20____ - 20____	Total expected by target enrollment year 20____ - 20____
Full-time faculty		
Part-time faculty		
Graduate assistants		
Classified positions		
Fringe benefits		
Total personnel costs		
Targeted financial aid		
Equipment		
Library		
Telecommunication costs		
Other resource needs (specify)		
TOTAL		

Part D: Certification Statement(s)

The institution will require additional state funding to initiate and sustain this program.

_____ Yes   _____
                           Signature of Chief Academic Officer

_____ No   _____
                           Signature of Chief Academic Officer

If "no," please complete Items 1, 2, and 3 below.

1. Estimated $$ and funding source to initiate and operate the program.

Funding Source	Program initiation year 20_____ - 20_____	Target enrollment year 20_____ - 20_____
Reallocation within the department or school *(Note below the impact this will have within the school or department.)*		
Reallocation within the *institution (Note below the impact this will have within the school or department.)*		
Other funding sources *(Please specify and note if these are currently available or anticipated.)*		

2. Statement of Impact/Other Funding Sources.

_____
_____
_____
_____
_____
_____

3. Secondary Certification.
If resources are reallocated from another unit to support this proposal, the institution will **not** subsequently request additional state funding to restore those resources for their original purpose.

_____ Agree   _____
                              Signature of Chief Academic Officer

_____ Disagree _____
                              Signature of Chief Academic Officer

IV. Procedures for Changes to Existing Programs

A. General Guidelines for Program Changes

- Requests for changes to existing programs (i.e., program mergers and changes of programs' names, degree designations, or CIP codes), as well as notifications of program discontinuances, necessitate the submission of information and forms different and separate from those required for new and spin-off programs; these requests must be submitted as specified in these policies and procedures.

- Requests to modify existing academic programs at public institutions should <u>not</u> be submitted as organizational changes. (Requests for organizational changes focus on the structure of the unit offering programs, e.g., the department, school, college, etc.)

- Proposed modifications to existing programs are eligible for expedited review and approval by Council's staff if such changes will be fully supported through internal reallocation and comprised predominantly of existing courses and existing faculty.

B. Specific Instructions for Program Changes

1. Revision of Academic Programs (Name/CIP/Degree Designation Changes)

- A public institution seeking to rename, change the CIP code, or change the degree designation of an existing academic program must complete and submit the "Format for Revising Academic Program Title, CIP Code or Degree Designation" cover sheet (below—*hotlink*) and a brief <u>narrative</u> providing justification for the revision/change.

- The chief academic officer may submit the form and the narrative to SCHEV's Academic Affairs staff at any time.

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FORMAT FOR REVISING ACADEMIC PROGRAM
TITLE, CIP CODE OR DEGREE DESIGNATION

COVER SHEET

1. Institution	2. Program action (Check all that apply): 　　Change of program title 　　 ____ 　　Change of CIP code 　　 ____ 　　Change of degree designation ____
3. Title, existing program	
4. Degree designation, existing program	5. CIP code, existing program
6. Last term and year for granting existing degree	
7. New program title (if applicable)	
8. Degree designation, revised program	9. CIP code, revised program
10. Term and year of initiation, revised program	11. Term and year of first graduates, revised program
12. Location of program within institution (complete for every level, as appropriate). If any organizational unit(s) will be new, identify the unit(s). 　Department(s) of _____ 　Division(s) of _____ 　School(s) or colleges of _____ 　Campus (or off campus site) _____	
13. Name, title, and telephone number(s) of person(s) other than the institution's chief academic officer who may be contacted by or may be expected to contact Council staff regarding the revision.	

2. Merger of Academic Programs

- A public institution seeking to merge two or more academic programs must submit the "Format for Merging Academic Programs" cover sheet (*hotlink*), a descriptive narrative statement (see below), the "Summary of Projected Enrollments in the Merged Program" and "Projected FTE Positions for the Merged Program" forms (both forms appear on same page herein—*hotlink each*), and an "Intent to Discontinue an Academic Degree Program" form (for each program to be merged—*hotlink*).

- The narrative statement should include:

    The reason(s) for the proposed merger;

    How many credit hours are required for the proposed degree? **Note**: Strong educational justification must be provided for requiring more than 60 credits for an A.A., A.S., or A.A&S. degree; 65 credits for an A.A.S. degree; or 120 credits for a baccalaureate degree.

    What learning outcomes (knowledge and skills) are graduates expected to demonstrate?

    When and how does the institution plan to assess student learning? How does the assessment plan fit into the institution's overall program review?

    What are the benchmarks by which the program will be deemed successful, when will they be applied, and what will the institution do if the program does not meet the benchmarks? These benchmarks may include meeting projections for enrollment, job placement or acceptance rates into graduate studies, and satisfaction of employers and graduates with the program.

    The estimated headcount and FTE students for the merged program.   Attach "Summary of Projected Enrollment in the Merged Program."   If the projected headcount and FTE differ from the historical figures, explain why the change is projected;

    The effects of any projected reallocation or savings of resources.   Attach the "Projected FTE Positions for the Merged Program."

- Requests to merge programs should be submitted with the understanding that no new state funds will be requested to support the merged program.

- Requests to merge programs may be submitted by an institution's chief academic officer to SCHEV's Academic Affairs section at any time.

FORMAT FOR MERGING ACADEMIC PROGRAMS
COVER SHEET

1. Institution
2. Title, degree designation, and CIP code, existing program # 1
3. Title, degree designation, and CIP code, existing program # 2
4. Title, degree designation, and CIP code, all additional existing programs
5. If existing or merged programs are/will be collaborative or joint, identify collaborating institution(s) and attach letter(s) of support from corresponding chief academic officers(s)

6. Last term/year for granting existing degree	7. Title, merged program
8. Degree designation, merged program	9. CIP code, merged program
10. Term/year of initiation, merged program	11. Term/year of first graduates, merged program

12. Location of program within institution (please complete for every level, as appropriate). If any of these organizational units will be new, please so indicate.

    Department(s) of _____

    Division(s) of _____

    School(s) or colleges of _____

    Campus (or off-campus site) _____

13. Name, title, and telephone number(s) of person(s) other than the institution's chief academic officer who may be contacted by or may be expected to contact Council staff regarding the merger.

SUMMARY OF PROJECTED ENROLLMENTS IN THE MERGED PROGRAM

Institution: _____ New program title: _____

CIP code: _____ Degree level: _____ Initiation date: _____

Instructions:

Put the appropriate dates at the top of each column. Provide a **fall headcount** and an **annual FTE**. Round the FTE to the nearest whole number.

Part 1: Projected enrollment:

20____ - 20_____   20____ - 20_____   20____ - 20_____

HDCT   FTES   HDCT   FTES   HDCT   FTES

_____   _____   _____   _____   _____   _____

Part 2: Please check the student level(s) included in the figures above.

Undergraduate   **Graduate**
_____ Lower occupational/technical   _____ First year
_____ Lower bachelor's   _____ Advanced
_____ Upper bachelor's   _____ First professional

_____

PROJECTED FTE POSITIONS FOR THE MERGED PROGRAM

Complete the following table.

	Current FTE positions all programs to be merged 20____ - 20_____	First year of merged program 20____ - 20 ____	Second year of merged program 20____ - 20 ____
Full-time faculty			
Part-time faculty			
Graduate assistants			
Classified positions			
TOTAL			

3. Discontinuance of Academic Programs

- A public institution's chief academic officer should submit the "Intent to Discontinue an Academic Degree Program" form (below) and a narrative statement explaining the reason(s) for the discontinuance and the institution's plans to "teach out" current students to SCHEV's Academic Affairs section. **Note**: Termination date for reporting degrees should not exceed **seven** years beyond the last date for reporting new enrollments.

- If program closure is in a critical shortage area, question #9 on the Intent to Discontinue form must be completed. For teacher education programs, institutions can determine if a program is in a critical shortage area by visiting the Department of Education's website at http://www.doe.virginia.gov/VDOE/newvdoe/teached.html. For a list of jobs, trades, and professions for which a high demand for qualified workers exists, institutions may visit the Virginia Employment Commission's website at http://www.vec.virginia.gov/vecportal/wia/commprofiles.cfm and the U. S. Bureau of Labor Statistics at http://www.bls.gov/emp/home.htm

- The institution's SCHEV-Reports Coordinator should submit an "Institutional Information Change Form" (*hotlink*) to SCHEV's Institutional Research section.

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State Council of Higher Education for Virginia
INTENT TO DISCONTINUE AN ACADEMIC DEGREE PROGRAM

1. Institution	

2. Program title	

3. Degree designation		4. CIP code	
5. Date beyond which no new enrollments will be accepted		6. Desired termination date for reporting degrees	
7. For community colleges: local board discontinuance date		8. Board of Visitors or State Board for Community Colleges discontinuance date	

9.   **For Critical Shortage Area Only.**   Check all that apply and explain.

     ____ Lack of student demand   ____ Lack of market demand

     ____ State-wide public program duplication   ____ Other (Please describe)

    Explanation:

    List constituents impacted by action.

10.   If collaborative or joint program, identify collaborating institution(s). **Note**: Each collaborating institution must submit a separate "Intent to Discontinue" form.

11.   Name, title, e-mail address, and telephone number(s) of person(s) other than the institution's chief academic officer who may be contacted by or may be expected to contact Council staff regarding the discontinuance.

V. Appeal Process for Council Action

Pursuant to Sections IX and X of the <u>By-Laws of the State Council for Higher Education for Virginia (October 6, 1986)</u> (***hotlink***):

IX. The Council of Higher Education will hear an appeal of an action only when the Council has responsibility for making the final decision on the matter being considered. A Council action that is a recommendation to an Executive or Legislative entity shall not be appealed to the Council, but can be appealed to the decision-making entity to whom the recommendation is made. Other Council recommendations may not be appealed. The Council will, as appropriate to the item under appeal, follow the appeal procedures specified in relevant guidelines or program regulations. The appeal procedures specified in the State's Administrative Process Act (***hotlink***) will take precedence whenever the item under appeal is covered by the Act.

Unless otherwise provided for in Council guidelines or regulations, an appeal must be filed within 60 days of Council action. An appeal so filed normally shall be considered by the Council at its next meeting. In all instances, the Council will give expeditious consideration to the appeal. The person filing the appeal, whether acting individually or as the representative of an institution of higher education, may be invited to present the appeal at the meeting at which the Council considers the appeal. The Council normally will not act on an appeal until the next meeting following the one at which the appeal is considered.

X. The presentation of an appeal to the Council shall be limited to thirty minutes unless permission to exceed the allotted time is obtained from the Chairman prior to the meeting.