****

**PROCEDURES FOR PROPOSING**

**NEW DEGREE PROGRAMS**

**Guidelines for Submitting New Degree Proposals**

**State Approval Required**

**September 2020**

TABLE OF CONTENTS

[PROPOSE A NEW DEGREE PROGRAM 2](#_Toc48303650)

[APPENDIX A: EXPLANATION OF NEW PROGRAM PROPOSAL FORM FIELDS 5](#_Toc48303651)

[APPENDIX B: NEW DEGREE PROGRAM PROPOSAL WORKFLOW 7](#_Toc48303652)

Important Procedural Note

**All new degree programs will take effect in the fall semester only. (No proposals will be accepted for a program that would start in the spring or the summer terms.) For a new degree program to be implemented, it must first be approved by the State Council of Higher Education for Virginia (SCHEV).**

PROPOSE A NEW DEGREE PROGRAM

1. Navigate to (URL)
2. Click on the EDIT OR PROPOSE A PROGRAM login and enter the UMW user name and password. Once logged in, the following screen appears:



1. Click on the box for Propose New Program. A form looking like this will appear:



1. Name and email refer to the person proposing the changes. Those would be filled in. Level and implementation date are drop down boxes with the relevant choices available. Level is undergraduate, graduate, and so forth. Implementation date would be the academic year when the proposed changes would start, with changes going into effect in the fall.
2. See Appendix A for an explanation of each of the form fields you will see when proposing a to change an existing academic program.
3. The option for “Propose New from Existing Program” allows one to start with an existing program that would be modified to create the new proposal. For example, if one wanted to propose new Bachelor of Science degree in Biochemistry, one way to start would be to bring in the current Biochemistry major (which leads to a B.S. degree in Chemistry currently). All the requirements for the current major would be copied into the form. Then, the proposer would modify those requirements to create the proposal for the new degree (instead of starting from scratch).

*Keep these important requirements in mind.* First, state policy requires that all undergraduate degrees be 120 credits; if the proposed new degree will require more than that, a “strong justification” (in SCHEV’s words) will be required. A master’s degree will have at least 30 credit hours required. Second, a new degree program may share no more 25% of its courses (excluding general education) with any other current degree program at the institution. This means, in the example given above, that a Biochemistry degree would be limited in the number of courses required that were the same as the courses required for the Chemistry degree.

When proposing a new degree, the state requires that the new degree must be in a degree field not currently offered and that it must have a unique CIP Code. The classification of instructional program (CIP) codes are defined by the U.S. Department of Education. To find a new CIP code, use the box that will appear if the program type selected is undergraduate degree or graduate degree.



When find is clicked, a selection box appears that affords several options for selecting possible CIP Codes.



Once the desired code is discovered, select it, and return to the program form to complete the remaining items necessary.

1. After all required information is provided, the start workflow button is selected to move the proposal to the first reviewer (Department Chair or Associate Dean). A proposal may be saved for continued work, cancelled, or submitted by selecting “start workflow.”



Once the proposal is in workflow, changes entered will display as green text. Deletions display as ~~red strikethrough text~~.

See Appendix B for the full display of all steps in the workflow to propose a new degree program.

1. One final step of the process for a new degree proposal requires additional explanation. The state approval process is a two-step approach involving a program announcement followed by a full proposal. The last part of the UMW new degree proposal form refers to the program announcement form that is to be completed and attached with the proposal. SCHEV has a form that must be used with all sections of it completed. *When preparing the form, be sure to keep it as a Word document; do not convert it to PDF. SCHEV will only accept the Word document.* This form has a box for the actual or anticipated date of Board approval. When this form is submitted for UMW’s internal review, simply leave that box blank or insert TBD. When the Board of Visitors approves the new degree proposal (the last step in UMW’s internal process), the approval date will be inserted and the form will be submitted to SCHEV by the Office of the Provost.

SCHEV accepts program announcement forms twice a year, with a September 1 deadline (for announcements that will be reviewed by the SCHEV Council at the September meeting) and a March 1 deadline (for announcements that will be reviewed by the SCHEV Council at the March meeting). Once the Council reviews a program announcement, any questions, concerns, comments, or requests for additional information that arise will be conveyed to the institution that submitted the announcement. Those matters are to be addressed when the full proposal is submitted.

Once UMW receives comments after the program announcement is reviewed, the Office of the Provost, working with the academic unit that proposed the program (and the relevant college dean), will guide the construction of the full degree proposal for SCHEV. This process will take place outside of CIM.

SCHEV accepts full proposals twice a year, with a June 1 deadline (for proposals that will be reviewed at the October meeting) and a December 15 deadline (for proposals to be reviewed at the following May meeting). New degree programs approved must be implemented within one year of the date of the Council’s approval. UMW implements all new degree programs with a fall semester initiation date.

APPENDIX A: EXPLANATION OF NEW PROGRAM PROPOSAL FORM FIELDS

Fields outlined in red are required and must be completed in order to submit the form.

**Department/Program**

The home department of the discipline offering the program. In the Colleges of Business and Education, there is no department. Or the generic “Business” and “Education” choices available under the department/program dropdown may be used instead of picking “no department.”

**College**

UMW’s three colleges are the choices available.

**Program Title**

The name of the degree program being proposed.

**Program Type**

A dropdown box offering these options for programs NOT needing state approval: undergraduate major, undergraduate minor, undergraduate certificate, post-graduate certificate, or graduate certificate. The choices for undergraduate degree or graduate degree DO require state approval; anyone interested in such a proposal should review the steps in the document describing how to submit a proposal requiring g state approval.

**Level**

Undergraduate, graduate, or post-graduate. Post-graduate only applies to certificate programs that include both undergraduate and graduate courses.

**Degree Designation**

The degree designation signifies a rank or level of educational attainment that is conferred on students who successfully complete all degree program requirements and degree conditions (such as achieving the required overall grade point average, the required grade point average in the major, and meeting the residence requirement). If a new degree is proposed, and the degree type is different than any of the choices available in the current UMW inventory, select “New Degree (SCHEV approval required).”

**CIP Code**

This field shows when undergraduate degree or graduate degree is selected as the program type. A new degree proposed must be in a degree field not currently offered and it must have a unique CIP Code. The classification of instructional program (CIP) codes are defined by the U.S. Department of Education. To find a new CIP code, use the “CIP Code picker” that will appear if the word find is clicked (this is under the box for CIP Code).

**Implementation Date**

The academic year when the proposed program change goes int effect. The effective term is the fall semester of the next academic year (or a subsequent fall semester, if selected). This item is a drop-down box with choices provided.

**Majority Online Format**

If the proposal is seeking to offer a program in which a majority of the credits required could be taken fully online, the Distance and Blended Learning Committee should be contacted for guidance before proceeding to submit the proposal for the new program.

**Prospectus**

The prospectus document outlines why the program is needed, indicates how it relates to UMW’;s mission, provides information about learning outcomes, and supplies other needed details about the program being proposed (such as any new courses or resources required for startup of the program). Depending on the type of new program proposed, the contents of the prospectus change. Details about what to include are provided in [this document](https://provost.umw.edu/prospectus-for-new-program-proposal/).

**Library Impact**

For all new programs, the University Library needs to conduct an evaluation to determine if Library resources needed to support the program are available. The Library created a form (the link is in the CIM proposal document) that is submitted to the Library for their response. The completed assessment form is returned to the proposer and must be uploaded with the full CIM proposal when it is submitted to the workflow for review.

**Program Description**

An overview of the program and its purposes, goals, and value/benefit to the student as it would appear in the catalog. Any other details about the program that make it unique, interesting, attractive, etc. might also be included.

**Program Requirements**

The list of courses that must be taken to earn the degree. The total credit hours required to complete the program should be clearly indicated. Courses required for the major versus ones that are restricted electives should be clearly noted. The major should be between 30 and 48 credit hours. In addition to the requirements for the major in the degree, indicate the credit hours in general education as 30. Add in the number of elective credits that will be needed to reach the total of 120 credits. If proposing a degree of more than 120 credits, attach a document justifying why the degree must have more than 120 credits. (It is not necessary to list courses for the general education and elective portions; just indicate credit hours.)

**Admission Requirements**

If the proposed academic program will have additional admissions requirements, these should be written in the box that is provided. This is not a required field. If there are no separate admissions requirements, leave his box blank.

**Program Announcement Form**

This is a document required by SCHEV before they will begin the two-step state approval process for new degree programs. SCHEV’s form must be used; the link to the form is provided in CIM. Keep this form as a Word document (do not convert it to PDF); SCHEV will only accept the Word document. Complete all sections of the form and attach to the proposal. This form has a box for the actual or anticipated date of Board approval. When this form is submitted for UMW’s internal review in CIM, simply leave it blank or insert TBD. When the Board of Visitors approves the new degree proposal (the last step in UNW’s process), the approval date will be inserted and the form will be submitted to SCHEV by the Office of the Provost.

***What happens to the proposal after SCHEV reviews the program announcement?***

Once the Council reviews a program announcement, any questions, concerns, comments, or requests for additional information that arise will be conveyed to the institution. Those matters are to be addressed when the full proposal is submitted. The Office of the Provost, working with the academic unit that proposed the program (and the relevant college dean), will guide the preparation of the full degree proposal for SCHEV. This process will take place outside of CIM.

APPENDIX B: NEW DEGREE PROGRAM PROPOSAL WORKFLOW

| **If approved** | **PROCESS STEPS** | **If rolled back** |
| --- | --- | --- |
|  | 1. New Degree Program Proposal is completed by proposer and submitted to **Department chair** (College of Arts and Sciences) or **Associate Dean** (College of Business and College of Education) – approve proposal or rollback (to proposer). |  |
|  | 2. If approved, in College of Arts and Sciences, Proposal goes to **CAS Associate Dean** – approve proposal or rollback (to Department Chair). This step does not apply in College of Business or Education. |  |
|  | 3. If approved by College Associate Dean (in step #1 or #2), proposal goes to **College Curriculum Committee** |  |
|  | 4. **College Curriculum Committee** – approve proposal or rollback (to Department Chair or Associate Dean). |  |
|  | 5. If approved by College Curriculum Committee, proposal goes to College Governance Council. |  |
|  | 6. **College Governance** – approves proposal and sends to University Curriculum Committee (or rolls back to College Governance or College Curriculum Committee). |  |
|  | 7. **University Curriculum Committee** – approve proposal or rollback (to College Curriculum Committee or to College Governance). |  |
|  | 8. If approved by University Curriculum Committee, proposal goes to University Faculty Council. |  |
|  | 9. **University Faculty Council** – approve proposal or rollback (to University Curriculum Committee). |  |
|  | 10. If approved by University Faculty Council, proposal goes to **Provost**. If not approved, Proposal rolls back to University Faculty Council. |  |
|  | 11. If approved by University Faculty Council, proposal is presented by the Provost to the Board of Visitors; if approved by Board, Provost Office prepares new program proposal to be submitted to SCHEV. If Board does not approve, Provost determines the next step (returning proposal to a prior level for necessary modifications or deciding to pause the proposal). |  |
|  | 12. Following Board approval, the Office of the Provost submits the Program Announcement form to SCHEV.1 |  |
|  | 13. Following notification that SCHEV has reviewed the Program Announcement, the Office of the Provost, working with the academic unit that proposed the program (and the relevant college dean), will guide the construction of the full degree proposal for SCHEV. This process will take place outside of CIM.2 |  |
|  | 14. When SCHEV approval of the new degree program is received, the Provost notifies Registrar’s Office to add degree program and its requirements to the next Catalog and to all other pertinent systems (Banner, Degree Works, etc.) |  |

**Notes**

1SCHEV accepts program announcement forms twice a year, with a September 1 deadline (for announcements that will be reviewed by the SCHEV Council at the September meeting) and a March 1 deadline (for announcements that will be reviewed by the SCHEV Council at the March meeting). Once the Council reviews a program announcement, any questions, concerns, comments, or requests for additional information that arise will be conveyed to the institution that submitted the announcement. Those matters are to be addressed when the full proposal is submitted.

2SCHEV accepts full proposals twice a year, with a June 1 deadline (for proposals that will be reviewed at the October meeting) and a December 15 deadline (for proposals to be reviewed at the following May meeting). New degree programs approved must be implemented within one year of the date of the Council’s approval. UMW implements all new degree programs with a fall semester initiation date.