**State Council of Higher Education for Virginia**

**New Degree Program Proposal Form**

*With the exception of certain transfer associate degree programs (see the SCHEV* New Degree Program Guidance Document*) all proposals for new degree programs at Virginia public institutions of higher education must be submitted to SCHEV using the form on the following pages. The text and information already in the form* ***must not be altered*** *in any way. The institution’s representative completing the form is to provide text in designated empty cells.*

Description of Proposed Degree Program

**I. Program Background**

Information to address: Provide the institution’s legal name. Provide the degree designation and degree program name. Provide the location (school or college), and academic unit (office of the dean, if applicable) administering the degree program. Indicate the initiation semester and year.

|  |
| --- |
| INSERT TEXT (100 words max.) |

Discuss the purpose of the degree program. Indicate the focus/intent of the degree program. What overall knowledge and skills will the degree program provide students? What purpose will graduates with the specific degree designation level and discipline area serve? Indicate whether the degree program prepares students for a licensure or certification examination.

**Note**. If the degree has sub areas, provide a standalone paragraph and succinctly summarize the knowledge and skills students will obtain and what graduates will be prepared/or able to do for each sub area.

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| INSERT TEXT (500 words max.) |

If the degree program is in an emerging or cutting-edge area, indicate such. Provide a cited, formal definition. Provide a brief history of the discipline and evolution.

**Note**. Do not use the National Center for Education Statistics (NCES) definition of the CIP code.

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| INSERT TEXT (500 words max.) |

**II.** **Institutional Mission (*if applicable—leave blank unless this is the institution’s first degree program in that 4-digit CIP category.*)**

Information to address: How does the proposed degree program align with the institution’s SCHEV-approved mission statement? Include a quoted word or words from the mission statement for the explanation to show alignment. As a standalone statement, indicate whether and how the proposed degree program is referenced in relevant state planning documents, specifically the most recent six-year plan and/or the institution’s performance agreement with the state, if applicable.

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| --- |
| INSERT TEXT (100 words max.) |

**III. Delivery Format**

The delivery format is the format for the entire degree program and not individual courses in the degree program.

* Traditional, “face to face” delivery format means that the institution offers the entire degree program in person including all core and required courses, all experiential courses, all restricted elective courses, and all sub areas, if applicable. If at least one core course or a required experiential course *must* be taken only online, the degree program would be considered a “hybrid” delivery format.
* A “fully online” delivery format means that the institution offers the entire degree program online including all core and required courses, all experiential courses, all restricted elective courses, and all sub areas, if applicable. If at least one core course or a required experiential course *must* be taken only face to face (in person), the degree program would be considered a “hybrid” delivery format.
* A “hybrid” delivery format means that the program is intentionally designed to require that at least one core or required course, including experiential courses be available and offeredin a delivery format that is different from other core or required courses. The course is not available in multiple delivery formats.

Check one box.

Traditional face-to-face

Fully online

Hybrid

Traditional face-to-face and Fully Online

If the degree program will be available fully online, describe the institutional resources to offer the degree program fully online. Or, if the degree program will be available in a hybrid format, describe institutional resources to offer the core or required courses that are only available in the online format. Indicate services and the availability of services to support students. Indicate the training and support, and availability of both for faculty teaching online core and required courses.

**Note.** If the degree program will be offered in a hybrid format, note which core or required courses would be offered only face-to-face or which core or required courses would be offered only online.

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| --- |
| INSERT TEXT (500 words max.) |

**IV. Degree Program Accreditation (*if applicable—leave blank unless accreditation will be sought.*)**

Information to address: Which accrediting organization will be used? Succinctly indicate and cite the mission of the accreditation agency. What will be the process for accreditation? When (in which year) will accreditation be sought and achieved? Indicate the review cycle time frame after a degree program is accredited.

|  |
| --- |
| INSERT TEXT (500 words max.) |

**V. State Agency Authorization (*if applicable—leave blank unless the degree program will be submitted for approval to another state agency or board.*)**

Information to address: Which state board licensing agency will have to authorize the proposed degree program? Indicate whether the state board provides information to meet state licensing requirements. What will be the process for state authorization? Indicate the requirements the proposed degree program will be required to meet.

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| INSERT TEXT (500 words max.) |

**VI. Admission Criteria (*if applicable—leave blank unless the degree program has specific admission criteria beyond the general requirements for admission to the institution.*)**

**Note.** *Admission criteria are required for all doctoral level degree programs.*

Information to address: What are the admission criteria for the proposed degree program? Will an admission committee be used? If so, who will comprise the committee and what will be the committee’s responsibilities? Will transfer credit be accepted toward fulfillment of program requirements? If there are any limitations on transferability of courses or credit hours into the degree program (e.g., the number of credit hours), indicate such. Indicate to which coursework transfer courses will be applied. **Note**. Transfer courses cannot be used to substitute core coursework. A statement is required to indicate such.

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| INSERT TEXT (500 words max.) |

**VII. Curriculum**

Information to address: Indicate degree program name and total credit hours required for the degree program. If the degree program will include/require sub areas, indicate the number and name of the sub areas. If the degree program will require an internship, practicum, capstone course, or dissertation, indicate such.

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| INSERT TEXT (500 words max.) |

Summarize the core and required coursework. What is the particular focus and strengths, if any of the core and required coursework? **Note.** Do not include sub area courses.

|  |
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| INSERT TEXT (500 words max.) |

If sub areas are included, summarize in one or two sentences the purpose of each sub area.

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| --- |
| INSERT TEXT (200 words max.) |

If experiential learning (internship, practicum, or clinical) is required, indicate in one to two sentences the purpose of the requirement. What knowledge will the experience provide for students?

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| --- |
| INSERT TEXT (200 words max.) |

If a capstone project or dissertation is required, indicate in one or two sentences the purpose of the requirement.

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| --- |
| INSERT TEXT (200 words max.) |

Are new courses included in the curriculum? If yes, provide a statement indicating how new courses are denoted.

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| --- |
| INSERT TEXT (50 words max.) |

**Program Requirements**

Information to address: Provide a category heading (group) (e.g., general education requirements, core courses, foundation courses, research courses, sub areas, restricted electives, research method courses, clinical, internship, practicum, thesis, electives, dissertation) for all coursework and the required number of credit hours for the category. Indicate course information (designator/prefix, name, and credit hour value).

**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. The justification will be provided in a separate standalone paragraph.

If sub areas are included/required in the curriculum, include a brief detailed description of the purpose/focus of each sub area. **Note**. Sub areas are designated as: concentrations, emphasis areas, focus areas, majors, options, specializations, or tracks.

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| --- |
| INSERT TEXT |

**Total Credit Hours =**

Indicate the total credit hours for the degree program.

Experiential Learning – Internship, Practicum, Clinical, or Capstone Course (*if applicable—leave blank unless the degree program includes an experiential learning requirement.)*

Information to address: Provide a detailed description of the requirements of the experiential learning to include: contact hours; if student area allowed to complete the requirement at their current place of employment; what students will be responsible for completing (deliverables); who is responsible for the student’s final grade; and what will happen if the student fails the course, once and twice. **Note.** If the degree program is fully online, indicate how students will complete any experiential learning requirements. Indicate whether students will be responsible for securing a location to complete the requirements.

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| INSERT TEXT |

**Doctoral Requirements and Procedures (*if applicable—leave blank unless the degree program is at the doctoral level.)***

Information to address: Provide a detailed description of the requirements for students to fulfill all dissertation requirements. Indicate requirements for: committee(s) composition, examinations (written and oral), conduct in research, admission to candidacy, dissertation proposal, and dissertation defense. Time frames can be included if applicable.

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| INSERT TEXT (1200 words max.) |

See Appendix A for the sample plan of study.

See Appendix B for course descriptions.

**Note.** A separate appendix should be added for each of the following, if applicable: experiential (practicum, internship, or clinical) sites, accreditation curriculum standards or requirements, or discipline-specific national organization professional curriculum standards.Add appendices at the end of this proposal document.

Are additional appendix items included at the end of this proposal document?

Yes

No

**SCHEV Requirement**

If the degree program exceeds the State Council’s maximum for a bachelor’s degree program or an associate degree program, provide a detailed explanation as to why excess credits are necessary.

|  |
| --- |
| INSERT TEXT (200 words max.) |

**VIII. Time to Degree (*****if applicable—leave blank unless one of the conditions below is met.)***

*This section is required if the proposed degree program:*

* *is designed to be offered in a non-standard format;*
* *in the case of bachelor and associate degree programs, exceeds SCHEV’s maximum for total credit hours; or*
* *is a doctoral level degree program.*

Information to address: How is the proposed degree program designed (e.g., full-time or part-time student enrollment only, cohort model, executive format)? How many years (semesters) will students (full-time and/or part-time) take to the complete the degree program? Is summer enrollment required? What is the institution’s maximum time (by policy) for completion from matriculation?

|  |
| --- |
| INSERT TEXT (500 words max.) |

**IX. Faculty Resources**

Information to address: Describe the extent of faculty resources. Indicate the academic unit administering the proposed degree program. Indicate the number of faculty to teach core and required courses; indicate faculty qualifications (years teaching core and required courses) in the discipline.

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| --- |
| INSERT TEXT (500 words max.) |

Will faculty from other academic units be used to teach core and required courses? If so, which academic units? Describe qualifications of faculty teaching core and required courses for the proposed degree program.

|  |
| --- |
| INSERT TEXT (500 words max.) |

Will new full-time faculty be hired to teach core and/or required courses? If so, which year(s) during the first five years of offering the proposed degree program? At what rank will new faculty be hired? What specific credentials will be sought or required? What specialization or discipline area will be required or sought?

|  |
| --- |
| INSERT TEXT (500 words max.) |

Will adjunct faculty be utilized or hired to teach core and/or required courses? If so, how many? In which year(s) during the first five years of offering? What credentials including, the minimum number of years teaching in the discipline will be sought or required for adjunct faculty? What specialization or discipline area will be required or sought?

|  |
| --- |
| INSERT TEXT (500 words max.) |

See Appendix C for faculty abbreviated curriculum vitae.

Faculty Extramural Funding

*This section is required if the proposed degree program is a Doctor of Philosophy (PhD) degree program. The section can be included if funding is secured for applied doctoral level degree programs. The information is provided as an appendix entitled “Faculty Extramural Funding.”*

Information to Address: Indicate the faculty name (indicate investigator status); name of grant; grant amount; time frame/award years; funding agency; and an abstract of the grant. Grants included must be within the last three (3) years prior to submission of the proposal document. The grant must be directly associated with the area of study of the proposed degree program.

**X. Graduate Assistants (*if applicable—leave blank if graduate assistants will not be funded by the proposed degree program.)***

Information to address: Will the proposed degree program have/utilize graduate assistants – teaching and/or research? How many graduate assistants will be utilized? Indicate the duties and responsibilities of graduate assistants. If the number of graduate assistants will increase annually indicate such and the number annually. What will be the total number of graduate assistants by the target year?

In which year during the first five years will graduate teaching assistants be utilized? What will be the responsibilities of the position?

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| --- |
| INSERT TEXT (200 words max.) |

In which year during the first five years will graduate research assistants be utilized? What will be the responsibilities of the position.

|  |
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| INSERT TEXT (200 words max.) |

**XI. Employment Skills**

Information to address: What employment skills will all graduates possess? What will all graduates be able to do on a job?

**Note.** Abilities, skills, and competencies must be appropriate to the curriculum’s core and required coursework only and the degree designation level and discipline area of the proposed degree program, **and** to the occupations (position titles) that are identified by the Virginia Office of Education Economics (VOEE) in the Employment Demand section of the proposal document.

|  |
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| INSERT TEXT (500 words max.) |

What are the specific employment skills of students who complete a specific sub area, if applicable? Provide separate paragraphs for each sub area.

|  |
| --- |
| INSERT TEXT (500 words max.) |

**XII. Expansion of Existing Program (Sub-area, Certificate) (*if applicable—leave blank if the institution does not already offer a sub-area in an existing degree program or a certificate program at the same level as the proposed degree program.*)**

Information to address: Is the proposed degree program an expansion of an existing sub-area (e.g., concentration, emphasis area, focus area, major, option, specialization, or track) or certificate program? If so, explain the historical and disciplinary relationship of the proposed degree program to the existing program at the institution. What effects will the proposed degree program have on existing sub areas in degree programs or certificate programs? Will any sub area or certificate program be closed or altered? If so or not, indicate such.

|  |
| --- |
| INSERT TEXT (500 words max.) |

**XIII. Relation to Existing Degree Programs (*if applicable—leave blank if the institution does not already offer a degree program at the same degree designation level and in a similar or related disciplinary area as the proposed degree program.*)**

Information to address: Is the institution offering other degree programs that are similar or related to the proposed degree program? Indicate the degree designation and degree program name. Indicate the academic unit location of the existing degree program(s). Indicate the academic unit of the proposed degree program. For each existing degree program, describe and compare the focus/purpose, core and required curriculum requirements, and employment outcomes for graduates to the focus/purpose, core and required curriculum requirements, and employment outcomes for graduates of the proposed degree program. **Note.** Degree programs must be at the same degree level as the proposed degree program.

|  |
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| INSERT TEXT (500 words max.) |

**XIV. Effect on Existing Degree Programs**

Information to address: How will the initiation and operation of the proposed degree program affect the operation of existing degree programs? Will the initiation and operation of the proposed degree program affect resources available to any other existing degree programs in the academic unit, college or school, or at the institution? Has the institution analyzed the effect of student enrollment on existing degree programs? Will any degree program(s) close as a result of the initiation of the proposed degree program?

|  |
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| INSERT TEXT (500 words max.) |

Justification for the Proposed Degree Program

**XV. Response to Current Needs (Specific Demand)**

Information to address: Provide an objective account of the need for a new degree program at the degree level and in the discipline proposed. The account should appeal to objective evidence from reliable cited sources. Needs addressed by the proposed degree program should be referenced to all relevant levels: local, state, and, national. Information should be quoted (with citations) where appropriate. Indicate the page number for quoted text.

|  |
| --- |
| INSERT TEXT (1000 words max.) |

**Note.** If text is quoted from a source that is only available via subscription, paid subscription, or membership, an appendix item of the publication (or excerpt if longer than 15 pages) can be included at the end of the proposal. If more than one article or, book pages, title each appendix with the name of the publication.

**XVI. Employment Demand**

Provide specified information from the Virginia Office of Education Economics (VOEE) “Degree Program Labor Market Profile” report in tables A and B below.

1. State Labor Market Information for Aligned Occupations

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Occupation | Workforce (Current Year) | Workforce (5-yr projection) | Workforce Change  (5-yr projection) | Workforce % Change  (5-yr projection) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

(Expand the table as necessary.)

B. Regional (GO Virginia) Labor Market Information for Aligned Occupations

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Occupation | Workforce (Current Year) | Workforce (5-yr projection) | Workforce Change  (5-yr projection) | Workforce % Change  (5-yr projection) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

(Expand the table as necessary.)

C. Graduates of Existing Degree Programs Compared with Aligned Workforce Demand (Provide information from the VOEE report. See Chart 8.)

|  |  |  |
| --- | --- | --- |
| Avg Annual Degrees Granted | Avg Annual Openings | Ratio: Degrees to Openings |
|  |  |  |

(Expand the table as necessary.)

See Appendix D for the complete VOEE “Degree Program Labor Market Profile” report.

**Return on Investment**

Information to Address: Provide information for ‘return on investment’ for existing similar degree programs in Virginia. The information will utilize an analysis conducted by the Foundation for Research on Equal Opportunity; refer to <https://freopp.org/roi-landing/>.

**Note.** The information is included as an appendix item. If the Foundation does not have information on the discipline of the proposed degree program, institutions may utilize another credible source and must cite the source in Appendix E.

Is the return on investment table completed in the appendix?

Yes

No

If no, provide an explanation detailing the reason.

|  |
| --- |
| INSERT TEXT (500 words max.) |

See Appendix E for return on investment information.

**XVII. Duplication**

Information to Address: Provide the institution’s name. Provide student enrollment and graduation data for similar (same CIP code) and related (similar name and/or curriculum requirements) existing degree programs at public institutions in Virginia. For degree program information, utilize the SCHEV Degree and Certificate Inventory [https://www.schev.edu/  
students/applying-for-college/degree-certificate-search](https://www.schev.edu/students/applying-for-college/degree-certificate-search) and the current catalog for institutions.

**Note.** Only data from SCHEV Policy Analytics may be used.

Student enrollment: <https://research.schev.edu/enrollment/E16_Report.asp>

Student completions: <https://research.schev.edu/Completions/C1Level2_Report.asp>

Enrollment and Degrees Awarded for Comparable Degree Programs in Virginia

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Enrollment** | **Fall 20** | **Fall 20** | **Fall 20** | **Fall 20** | **Fall 20** |
| Institution Name |  |  |  |  |  |
|  |  |  |  |  |  |
| **Degrees Awarded** | **Year 20** | **Year 20** | **Year 20** | **Year 20** | **Year 20** |
| Institution Name |  |  |  |  |  |
|  |  |  |  |  |  |

(Expand the table as necessary.)

**XVIII. Student Demand**

Target Population/Student Enrollment (***if applicable—leave blank unless one of the conditions below is met.)***

*This section is required if the proposed degree program:*

* *is designed to be offered to a specific population of professionals;*
* *is designed to address a specific industry or specific industry need;*
* *is designed to address an institutional agreement with a specific business or organization; or*
* *is a doctoral level degree program.*

***Note.*** *The SCHEV Projected Student Enrollment form must be completed for* ***all*** *degree programs.*

Information to address: To which specific groups of people will the institution market the proposed degree program? How did the institution gather data to determine students would enroll in the degree program? Did the institution survey any specific population? If yes, how many people were surveyed? Provide demographic information to describe the population and that demonstrates the people would possess qualifications (e.g., student rank, prior degrees, years of professional work experience) to be admitted to the degree program. How many people indicated they would enroll in the proposed degree program if offered by the institution? **Note**. Only use real numbers for writing survey results. Do not use percentages. Separate Likert scale responses. If different populations were surveyed, the write up for results must be separate.)

|  |
| --- |
| INSERT TEXT (500 words max.) |

Did the institution conduct a student demand survey?

Yes

No

If yes, provide the original survey(s) and the results of the survey(s) in Appendix F.

Student Projected Enrollment in the Proposed Degree Program

With the assistance of the institution’s planning, Institutional Effectiveness, or Institutional Research staff, complete the “Summary of Projected Enrollments in Proposed Program” form.

**Instructions**:

* Enter the appropriate dates at the top of each column.
* Provide **fall headcount (HDCT) student enrollment** and **annual full-time equivalent student (FTES) enrollment**. Round the FTES to the nearest whole number.
* Indicate the **annual number of graduates (GRADS)** expected for each year after the target enrollment year.
* Assumptions: Provide data for 1. Retention (%); 2. Full-time students (%); 3. Part-time students (%); 4. Expected time to graduation (in years) for full-time and part-time students; and 5. Number of credit hours per semester for full-time and part-time students.

**Note**. “Target Year” refers to the year the institution anticipates the degree program will have achieved full student enrollment. Degree programs that **do not** anticipate meeting SCHEV productivity standards should not be proposed (seethe [Virginia Public Higher Education Policy on Program Productivity](https://www.schev.edu/home/showpublisheddocument/1636/637826050710570000)). Productivity standards are not guidelines for student projected enrollment and should not be used to complete the chart below. Projected enrollment should represent actual plans for student enrollment in the degree program.

**Note**:

* For associate degree program proposals, only years 1-4 are completed, with projected graduates provided under year 4.
* For four-year institution degree programs, years 1-5 are completed, with projected graduates to be provided under year 5 only.

***State Council of Higher Education for Virginia***

**Summary of Projected Student Enrollments in Proposed Degree Program**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Year 1 | | Year 2 | | Year 3 | | Year 4  **Target Year**  **(2-year institutions)** | | | Year 5  **Target Year**  **(4-year institutions)** | | |
| 20   - 20 | | 20   - 20 | | 20   - 20 | | 20   - 20 | | | 20   - 20 | | |
| HDCT | FTES | HDCT | FTES | HDCT | FTES | HDCT | FTES | GRAD | HDCT | FTES | GRAD |

Assumptions:

Retention rate:      %

Fulltime students:      % Part-time students:      %

Fulltime students credit hours per semester:

Part-time students credit hours per semester:

Fulltime students graduate in    years Part-time students graduate in    years

Is summer required? Yes    No

For Doctoral Degree Programs with two entrance pathways

Post-bachelor’s pathway

Fulltime students credit hours per semester:

Part-time students credit hours per semester:

Fulltime students graduate in    years

Part-time students graduate in    years

Post-master’s pathway

Fulltime students credit hours per semester:

Part-time students credit hours per semester:

Fulltime students graduate in    years

Part-time students graduate in    years

Is summer required? Yes    No

Projected Resource Needs for the Proposed Degree Program

**XIX. Resources to Initiate and Sustain**

Information to address: Provide the institution’s legal name and the academic unit providing resources to support the proposed degree program. Provide the degree designation and degree program name. Indicate the resources available and will be accommodated (e.g., library, space) to initiate and sustain the proposed degree program to the target enrollment year.

|  |
| --- |
| INSERT TEXT (75 words max.) |

Fill in the boxes with the appropriate ratio numbers and year.

The proposed degree program allocates    FTE of instructional effort for every    FTE of student enrollment. The proposed degree program will require    FTE of instructional effort in the initiation year,    and will require    FTE by the target year of   .

Provide a description of resources (currently available and anticipated) to initiate and operate the degree program and the specific sources of funds to provide the resources, including but not limited to state appropriations or other special funds. The narrative description should address the topic categories below. Leave the category blank if not applicable.

**Full-time faculty** (Indicate the name of the academic unit. Indicate the number of faculty in the administering academic unit who will teach core and required courses in the proposed degree program. Indicate each faculty member’s faculty teaching effort (FTE) to the proposed degree program. Indicate the FTE change per year, if applicable. Will any new fulltime faculty be hired for the proposed degree program? If so, indicate such and in which year during the first five years of operations? At what rank will the faculty be hired? What will be the salary and fringe benefits?)

**Note.** Fulltime is based on teaching faculty effort to the proposed degree program. Fulltime faculty will utilize .50 FTE (50%) or more of their teaching load to teach core and required courses in the proposed degree program.

|  |
| --- |
| INSERT TEXT |

**Part-time faculty** (Indicate the name of the academic unit(s). Indicate the number of faculty in the administering academic unit and/or in other academic units who will teach core and required courses part-time in the proposed degree program. Indicate the faculty members’ faculty teaching effort (FTE) to the proposed degree program.)

**Note.** Part-time is based on teaching faculty effort to the proposed degree program. Part-time faculty utilize less than .50 FTE (50%) of their teaching load to teach core and required courses in the proposed degree program.

|  |
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| INSERT TEXT |

**Adjunct faculty** (Will adjunct faculty be utilized to teach core or required courses in the proposed degree program? If so, how many? What will be the faculty teaching effort (FTE) for the adjunct faculty? In which year(s) will adjunct faculty teach in the proposed degree program? Indicate the salary for adjunct faculty to initiate and sustain the proposed degree program. Indicate if adjunct faculty are paid fringe benefits and the amount. Indicate the total cost for adjunct faculty to initiate and sustain the proposed degree program.)

|  |
| --- |
| INSERT TEXT |

**Graduate assistants** (Will graduate assistant positions be utilized in the proposed degree program? Indicate the funding source(s) to fund the graduate assistant positions. Indicate if fringe benefits will be paid and the amount for each type of graduate assistant. How many graduate teaching assistant positions will be utilized in the degree program. How much will graduate teaching assistants be paid annually? What will be the total cost for graduate teaching assistants to initiate and sustain the proposed degree program. How many graduate research assistant positions will be utilized in the degree program? How much will graduate research assistants be paid annually? Will fringe benefits be paid? If so, how much? If not, indicate such. What will be the total cost for graduate research assistants to initiate and sustain the proposed degree program?)

|  |
| --- |
| INSERT TEXT |

**Library** (Will new (or additional) funding be needed to purchase library publications or resources? If so, indicate the amount of funding, the year(s) for the funding, and provide an example of the publications that would be purchased. Will the degree program be available fully online? If so, indicate such and indicated the library services available for students. Is the degree a doctoral degree program? Indicate library services available for students. For doctoral degree programs, provide a comprehensive list of the library resources specific to the discipline area of the proposed degree program as an appendix item.)

|  |
| --- |
| INSERT TEXT |

See Appendix   for library resources.

**Special tuition or fee charges** (Indicate whether there will be any tuition and/or educational and general (E&G) fees specific to the degree program or academic unit within which the degree program would be administered.)

|  |
| --- |
| INSERT TEXT |

Categories (***if applicable—leave blank unless one of the conditions below is met.)***

*Information to address the categories below is required if the proposed degree program*

* *will require hiring new faculty in the first five years of offering the degree program; or*
* *new (or additional) funding will be needed to support the degree program.*

**Equipment (including computers)**

|  |
| --- |
| INSERT TEXT |

**Note.** Indicate the cost of any equipment or furniture and the year the purchase (s) would be made.

**Telecommunications**

|  |
| --- |
| INSERT TEXT |

**Space**

|  |
| --- |
| INSERT TEXT |

**Note**. Provide the name of the building in which the academic unit administering the proposed new degree is located. Indicate whether sufficient space is available for all new hires.

**Targeted Financial Aid** (Provide information about funding for financial aid specifically designated for students enrolled in the degree program. Indicate the source of the financial aid. Indicate the amount of funding aid that will be provided per student. Indicate the years(s) for funding Indicate the total cost for financial aid.)

|  |
| --- |
| INSERT TEXT |

**Other Resources (specify)**

(Provide an itemized list of expenditures. Indicate the years(s) for funding and the amount to pay for the expense. Examples are marketing, tuition remission, or funding for items specific to the academic unit and/or the institution. Indicate the total cost of other resources, specify.)

|  |
| --- |
| INSERT TEXT |

State Appropriations Request or Support

Information to address: Has the institution requested or does the institution plan to request funding from the Virginia General Assembly to initiate and sustain for the first five years the proposed degree program? Has the General Assembly appropriated funds to initiate and/or sustain the proposed degree program? Describe the institution’s request to include: the funding year(s); the amount requested, per year if multiple years; and the specific reason for the funding/what are the funds to support. Indicate whether the funding request is for one-time or recurring funding. If recurring, has the institution requested permanent funding or an increase to the institution’s operations budget. Indicate the Appropriations Act information.

|  |
| --- |
| INSERT TEXT (500 words max.) |

**Certification Statements**

1. A request of any kind will be submitted to the Virginia General Assembly for funds to initiate and/or maintain the proposed degree program.

Yes

No

If “Yes” is checked, include narrative text to describe: when the request will be made, how much will be requested, what the funds will be used for, and what will be done if the request is not fulfilled. Additional information may be required.

2. The proposed degree program is included in the institution’s most recent six-year plan.

Yes

No

If “No” is checked, the proposal should not be submitted to SCHEV; if submitted, it will not be accepted.

3. The institution’s Board of Visitors or Governing Board has been provided information regarding employment demand, duplication, relationship to existing degree programs, and return on investment as part of its approval action.

Yes

No

If “No” is checked, the proposal should not be submitted to SCHEV; if submitted, it will not be accepted.

4. The institution acknowledges that, if approved, the proposed degree program will be subject to evaluation under SCHEV’s Degree Program Productivity and Viability policy. The degree program may be subject to closure if the program does not meet productivity viability requirements.

Yes

No

If “No” is checked, the proposal should not be submitted to SCHEV; if submitted, it will not be accepted.

5. Will the institution collaborate with another public institution in Virginia to offer the proposed degree program?

Yes

No

If “Yes” is checked, indicate the institution’s name. Describe the collaboration to offer the proposed degree program.

|  |
| --- |
| INSERT TEXT (500 words max.) |

The institution’s Chief Academic Officer attests to the accuracy of the above statements.

Name (Printed)

Signature Date

**SCHEV Budget form** (Place the SCHEV Budget form behind this page. The Excel form is not paginated.)

**Appendices**

**Appendix A – Sample Plan of Study**

Full-time Students

|  |
| --- |
| INSERT TEXT |

Part-time Students

|  |
| --- |
| INSERT TEXT |

**Appendix B – Course Descriptions**

New courses are denoted with an asterisk.

Information to address: All course descriptions are the full description as provided the institution’s catalog. If a core or required course is a new course and not yet included in the current catalog, indicate such. Indicate the year the course will be included in the institution’s catalog.

**Note**. All descriptions for new courses must be approved by the Registrar office or be approved to be included in the catalog that will follow the current catalog.

Instructions. Separate courses using the same categories and order as indicated in the curriculum section, program requirements of the proposal document. For example, core courses, restricted electives, electives. If required courses are offered in multiple sub areas, indicate such at the end of the course description. The description does not have to be repeated in each sub area. For restricted elective courses, if the number of courses exceeds 15 courses do not provide the course descriptions. Indicate the number of courses exceeds 15 courses and descriptions are available in the institution’s catalog.

|  |
| --- |
| INSERT TEXT |

**Appendix C – Faculty Curriculum Vitae (abbreviated)**

Indicate only faculty teaching core and required coursework. If faculty are in different academic units, indicate the academic unit in which the faculty member is located. Provide the following information in the following format: faculty name. highest degree designation and degree program name, graduation year, institution name. faculty rank; Specialization area   
For new hire(s), indicate credentials. For example. New Hire. Degree designation and discipline, faculty rank. Specialization

**Note**. If the degree program will have a program director, indicate the faculty member.

|  |
| --- |
| INSERT TEXT |

**Appendix D – Employment Demand   
Virginia Office of Education Economics (VOEE)   
“Degree Program Labor Market Profile” Report**

Date:

.

Indicate the date the report was obtained.

**Appendix E – Return on Investment**

Provide specified information on ‘return on investment’ from the Foundation for Research on Equal Opportunity, at <https://freopp.org/roi-landing/>

Insert data for existent degree programs in the same discipline and the same degree designation level at Virginia public institutions. The degree programs should be the similar degree programs indicated in the information report provided by the Virginia Office of Education Economics (VOEE).

**Note.** The return on investment information should be provided only for similar degree programs with the same CIP Code and not related (e.g., similar name or curriculum program requirements) degree programs.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Institution** | **Field of Study** | **Earnings (1 year)** | **Earnings (10 years)** | **ROI (on time completion)** | **ROI (non-completion)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

(Expand table as necessary.)

Explanatory text and alternative data sources for return on investment for degree programs at the level and in the discipline proposed may be provided.

|  |
| --- |
| INSERT TEXT |

**Appendix F – Student Demand Survey**

Provide the original survey. Provide the results of the survey.

**Appendix**    **– Library Resources**

Information is required for all doctoral level degree programs**.**

|  |
| --- |
| INSERT TEXT |

**Appendix**    **–**