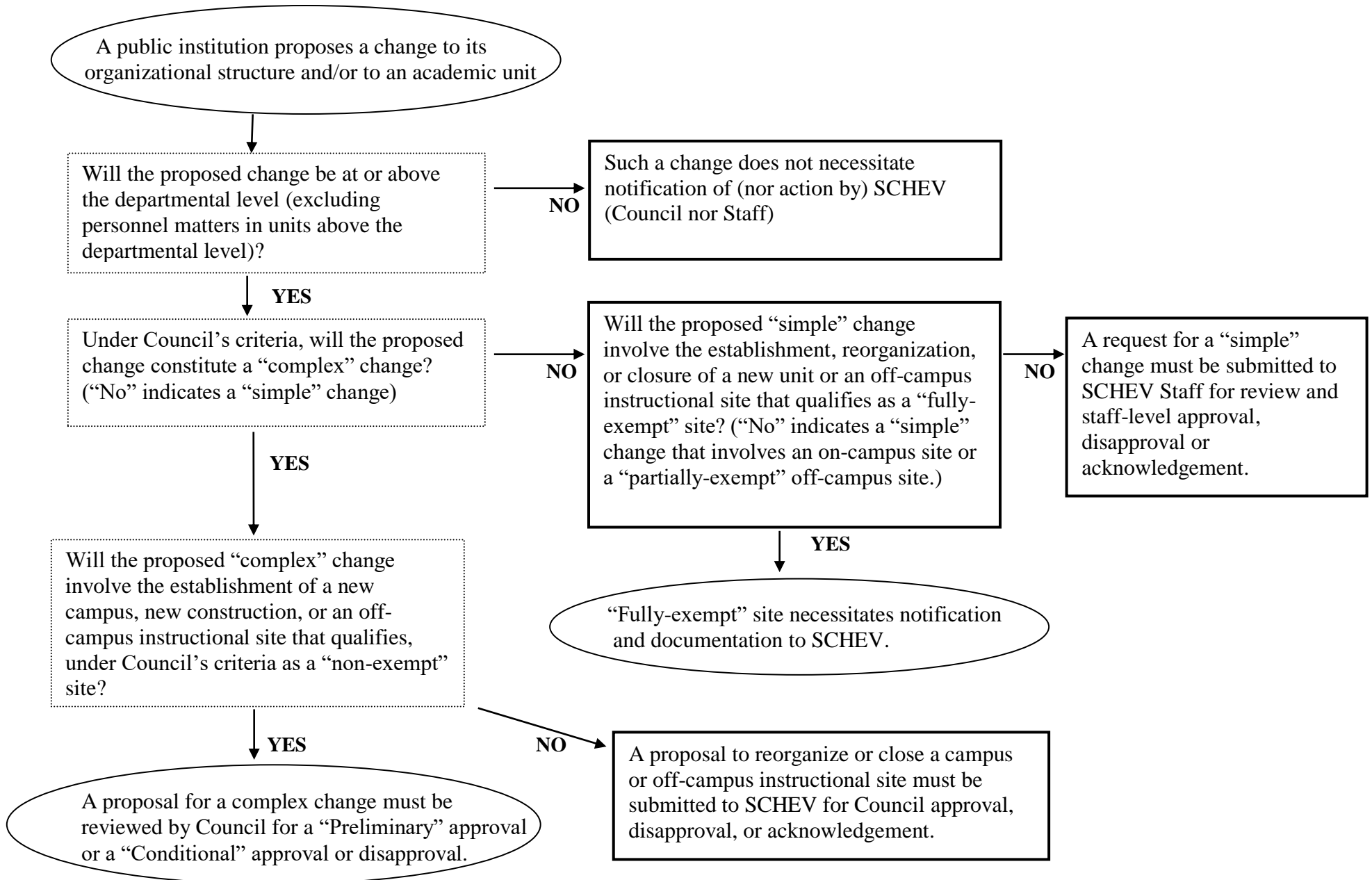


**STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA**  
**LEVELS OF REQUIRED STATE ACTION**  
**FOR VARIOUS TYPES OF ORGANIZATIONAL CHANGES**  
**AT PUBLIC INSTITUTIONS**

This process chart was developed by SCHEV staff as a reference guide for public institutions seeking state action on organizational changes to academic structures. The Council’s “Policies and Procedures for Internal and External Organizational Changes” contains definitions of these terms, specific policy statements, detailed procedures and instructions, and requisite forms.

<b>LEVEL OF REQUIRED STATE ACTION</b>	<b>TYPE OF ORGANIZATIONAL CHANGE</b>	
	<b>“SIMPLE” ACADEMIC-STRUCTURE CHANGE</b>	<b>“COMPLEX” ACADEMIC-STRUCTURE CHANGE</b>
<b>NO SCHEV ACTION REQUIRED</b>	Any organizational change made below the departmental level or involving only personnel matters within existing organizational units above the departmental level, or any “fully exempt” site specifically approved by the State Board for Community Colleges for one of its colleges.	
<b>SCHEV STAFF MUST REVIEW AND APPROVE OR DISAPPROVE</b>	Any organizational change at or above the departmental level (excluding personnel matters in units above the departmental level) that is to be made solely for the purposes of internal management, including the establishment of a “partially-exempt” or “fully-exempt” off-campus instructional site.	
<b>COUNCIL MUST REVIEW AND APPROVE OR DISAPPROVE</b>		Any organizational change at or above the departmental level (excluding personnel matters in units above the departmental level) that is to be made for reasons other than simple internal management, including the establishment of a “non-exempt” off-campus instructional site.

*State Council of Higher Education for Virginia*  
**DECISION POINTS IN THE  
 ORGANIZATIONAL-CHANGE APPROVAL PROCESS**



*State Council of Higher Education for Virginia*  
**ORGANIZATIONAL CHANGES AT PUBLIC INSTITUTIONS:  
POLICIES AND PROCEDURES FOR INTERNAL AND OFF-CAMPUS  
ORGANIZATIONAL CHANGES**

**Effective: May 1, 2021**

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*State Council of Higher Education for Virginia*  
**ORGANIZATIONAL CHANGES AT PUBLIC INSTITUTIONS:  
POLICIES AND PROCEDURES FOR INTERNAL AND OFF-CAMPUS  
ORGANIZATIONAL CHANGES**

**Effective: May 1, 2021**

**I. Statutory Obligations Related to Organizational Changes at Public Institutions**

**A. The Council of Higher Education’s Responsibility, Authority and Duty**

1. Responsibility

“Review and approve or disapprove the establishment of any department, school, college, branch, division or extension of any public institution of higher education which such institution proposes to establish whether located on or off the main campus of such institution. If any organizational change is determined by the Council to be proposed solely for the purpose of internal management and the institution’s curricula offerings remain constant, the Council shall approve the proposed change. Nothing in this subdivision shall be construed to authorize the Council to disapprove the establishment of any such department, school, college, branch, division or extension established by the General Assembly.” (Code of Virginia, §23.1-203(7))

2. Authority

“Adopt such policies and regulations as the Council deems necessary to implement its duties established by state law. Each public institution of higher education shall comply with such policies and regulations.” (Code of Virginia, §23.1-203(15))

3. Duty

“Insofar as practicable, preserve the individuality, traditions, and sense of responsibility of each public institution of higher education in carrying out its duties. The Council, “insofar as practicable, shall seek the assistance and advice of each public institution of higher education in fulfilling all of its duties and responsibilities.” (Code of Virginia, §23.1-203(27-28))

**B. Public Institutions’ Responsibility and Duty**

1. Responsibility

1. A public college or university seeking to create, establish, or operate an off-campus instructional site, funded directly or indirectly from the general fund or with revenue from tuition and mandatory educational and general fees generated from credit course offerings, shall first refer the matter to the State Council of Higher Education for Virginia for its consideration and approval. The State Council of Higher Education for Virginia may provide institutions with conditional approval to operate the site for up to one year, after which time the college or university must receive approval from the Governor and General Assembly, through legislation or appropriation, to continue operating the site.

2. For the colleges of the Virginia Community College System, the State Board of Community Colleges shall be responsible for approving off-campus locations. Sites governed by this requirement are those at any locations not contiguous to the main campus of the institution, including locations outside Virginia.
3.
  - a. The provisions of this language shall not apply to credit offerings on the site of a public or private entity if the offerings are supported entirely with private, local, or federal funds or revenue from tuition and mandatory educational and general fees generated entirely by course offerings at the site.
  - b. Offerings at previously approved off-campus locations shall also not be subject to these provisions.
  - c. Further, the provisions of this language do not govern the establishment and operations of campus sites with a primary function of carrying out grant and contract research where direct and indirect costs from such research are covered through external funding sources. Such locations may offer limited graduate education as appropriate to support the research mission of the site.
  - d. Nothing in this language shall prohibit an institution from offering non-credit continuing education programs at sites away from the main campus of a college or university.
4. The State Council of Higher Education shall establish guidelines to implement this provision.” (2003 Revision to the Appropriation Act of 2002-04, Section 4-5.05c)

2. Duty

“Each public institution of higher education shall comply with such policies and regulations [as the Council believes necessary to implement all of the Council’s duties and responsibilities as set forth in this Code].” (Code of Virginia, §23.1-203(15))

The Council has established the following policies and procedures related to organizational changes 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 Commonwealth....” (Code of Virginia, §23.1-200)

## II. Policy Statements on Organizational Changes at Public Institutions

### A. Overview

To ensure that the Council is duly apprised of organizational changes in or to academic structures/units at public institutions, and that institutions are not unnecessarily burdened with complex and lengthy procedures, the Council recognizes the following distinctions.

**Note:** The following distinctions are applicable to establishment, reorganization, and closure/termination of academic structures/units:

#### 1. Types of Organizational Changes

- a. *“Simple” Organizational Change:* a structural alteration (establishment, reorganization, or termination), proposed solely for the purpose of internal management, that would not alter the institution’s mission or curricular offerings and would be executable within currently-authorized funds (e.g., re-naming an academic department or establishing a “fully-exempt” or “partially-exempt” off-campus instructional site—see **Operational Definitions** below).
- b. *“Complex” Organizational Change:* a structural alteration (establishment, reorganization, or termination), not proposed solely for the purpose of internal management, that may alter the institution’s mission or curricular offerings and/or may not be executable within currently authorized funds (e.g., establishing a new unit—college, school, department—or a “non-exempt” off-campus site—see **Operational Definitions** below).

#### 2. Levels of Required State Action

- a. *No Required State Action:* any “simple” organizational change made below the departmental level or involving only personnel matters within existing organizational units above the departmental level.
- b. *SCHEV Staff Must Review and Approve or Disapprove:* any “simple” organizational change that involves the establishment, reorganization, or termination of a subdivision of an institution at or above the departmental level (excluding personnel matters in units above the departmental level), including the establishment of a “fully-exempt” or “partially-exempt” off-campus site (see **Operational Definitions** below). Council has delegated approval of “simple” organizational changes to SCHEV staff. Final authority for all organizational changes remains with the Council.
- c. *Council Must Review and Approve or Disapprove:* any “complex” organizational change that involves the establishment, reorganization, or termination of a subdivision of an institution at or above the departmental level (excluding personnel matters in units above the departmental level), including the establishment of a “non-exempt” off-campus instructional site (see **Operational Definitions** below). For “complex” changes involving “non-exempt” sites, Council review and “preliminary” and/or “conditional” approval is required (see **Operational Definitions** below). “Preliminary” approval is an optional pre-approval step. “Conditional” approval is a mandatory step and is granted for a period of no more than one year. During the conditional period, the institution

must seek and receive approval for long-term operation of the site from the Governor and General Assembly.

## **B. Operational Definitions of Key Terms**

Organizational Change: an alteration—**establishment, reorganization, or closure/termination**—in the organization and/or structure of one or more of an institution’s academic units.

“Simple” Organizational Change: a structural alteration (establishment, reorganization, or closure/termination), proposed solely for the purpose of internal management, that would not alter the institution’s mission or curricular offerings and would be executable within currently authorized funds (e.g., re-naming an academic department or establishing a “fully-exempt” or “partially-exempt” off-campus instructional site).

“Complex” Organizational Change: a structural alteration (establishment, reorganization, or closure/termination), not proposed solely for the purpose of internal management, that may alter the institution’s mission or curricular offerings and/or may not be executable within currently authorized funds (e.g., establishing a new unit—college, school, or department—or a “non-exempt” off-campus instructional site.)

Off-Campus Site: any location not contiguous to the approved, main campus(es) of an institution. These policies and procedures apply to **instructional** sites only.

“Fully-Exempt” Off-Campus Instructional Site: an instructional location, not contiguous to an institution’s approved, main campus(es), that is *not* subject to Council approval or disapproval. As such, an “exempt” off-campus site is one for which either:

- the State Board of Community Colleges provides specific approval to a college of the Virginia Community College System; or
- the General Assembly, the State Board of Community Colleges, or the State Council of Higher Education has previously granted approval; or
- the primary function is the execution of grant and contract research where direct and indirect costs from such research are covered through external funding sources (and where limited graduate-level instruction may be offered); or
- the sole function is the provision of non-credit continuing education instruction.

The establishment of a “fully-exempt” off-campus site constitutes a “simple” organizational change. Council staff *must* be informed. Procedures and instructions for submission of proposals can be found in Part III (beginning on page 7) of this document.

“Partially-Exempt” Off-Campus Instructional Site: an instructional location, not contiguous to an institution’s approved main campus, that *is* subject to Council staff review but is *not* subject to Council approval or disapproval. Such locations include all sites where the for-credit courses/programs to be offered are supported *entirely* with private, local, or federal funds *or* with revenue from tuition and mandatory educational and general fees generated *entirely* by course offerings at the site. The establishment of a “partially-exempt” off-campus site constitutes a “simple” organizational change of which

Council staff **must** be informed using the procedures for such changes (see below). Final authority for determining whether a proposed off-campus instructional site is “partially-exempt” rests with the Council.

“Non-Exempt” Off-Campus Instructional Site: an instructional location, not contiguous to an institution’s approved, main campus, that *is* subject to Council approval. Such locations include all sites to be funded directly or indirectly from the general fund **or** with revenue from tuition and mandatory educational and general fees generated from credit course offerings provided at locations (including the main campus and other approved off-campus sites) beyond the sites in question.

“Preliminary” Approval: an action by the Council authorizing a public, four-year institution to continue development of plans for an off-campus instructional site that will ultimately require either the purchase, construction or receipt (as donation) of one or more buildings. A request for such an approval is an **optional** step that allows an institution to seek state (Council) scrutiny, input and permission to continue planning before it expends significant resources or enters into binding contracts/agreements. A request for a “conditional” approval (see below) must follow within one year of the State Council’s granting of a preliminary approval; all requests for extensions of preliminary approvals will be considered at the Council’s discretion. A request for a preliminary approval must address, clearly and completely, *issues of need* and, in at least a general way, *issues of cost*; the required documentation is detailed in Part III of Council’s “Proposal for Organizational Change” form, which appears at the end of this document.

“Conditional” Approval: an action by the Council authorizing a public, four-year institution to operate a non-exempt off-campus instructional site for up to one year, during which time the institution must receive final approval from the Governor and General Assembly—via legislation and/or appropriation—to continue to operate the site. A request for a conditional approval is **mandatory** regardless of whether the institution previously requested a “preliminary” approval (see above). A request for a conditional approval is required to include specific, detailed and/or finalized documentation; the required documentation is detailed in Part III of Council’s “Proposal for Organizational Change” form, which appears at the end of this document.

## C. “Simple” and “Complex” Organizational Changes

### 1. Background

The Council recognizes distinctions between “simple” and “complex” organizational changes (see **Operational Definitions** above). This distinction is intended to clarify and streamline the approval process for public institutions’ organizational changes. As a result, while the Council will continue to formally approve all institutional organizational changes at or above the departmental level, SCHEV staff have been delegated the responsibility and authority to approve “simple” organizational changes.. “Simple” and “complex” organizational changes must be submitted to SCHEV staff using the guidelines, instructions and forms contained herein.



## 2. “Simple” Organizational Changes

If SCHEV staff concurs with a public institution’s determination that a proposed organizational change fits the definition of a “simple” change (i.e., would be solely for the purpose of internal management, would not alter the institution’s mission and curricular offerings and would be executable within currently-approved funds), the Council delegates responsibility for the evaluation and approval of such a change to SCHEV staff. Activities subject to such review include institutional changes related to academic units/structures that are solely for the purpose of internal management in or outside of Virginia, as well as the establishment of “partially-exempt” off-campus sites (see **Operational Definitions** above). Final Authority for determining whether a proposed organizational change is “simple” rests with SCHEV staff.

**Note:** the following types of off-campus instructional activity do not require SCHEV approval or any submission to SCHEV as they do not involve the creation of an ongoing off-campus instructional location. All other sites are to be reported to SCHEV Academic Affairs staff for approval.

- Offering instruction at a Higher Education Center in Virginia.
- Offering instruction at a high school in Virginia under an agreement with the school/school district to offer specific programs to school personnel.
- Offering “contract” instruction that does not maintain an ongoing presence in the location when the institution does not incur costs to maintain the site or maintain university personnel at the site (apart from the instructional activity).
- Offering programs where instruction is formally offered through mutual agreement, by another institution—e.g., certain kinds of international programs.
- Offering academic programs without maintaining administrative functionality at the site—e.g., synchronous distance instruction for which administrative duties are handled at the site by the personnel working for an entity other than the institution.

A list of SCHEV-approved [Off Campus Sites for 4 Year Public Institutions](#) is available on the SCHEV website.

## 3. “Complex” Organizational Changes

If SCHEV staff and/or a public institution determine(s) that a proposed organizational change fits the definition of a “complex” change (see **Operational Definitions** above), the institution shall seek Council approval of the proposed change in accordance with these policies and procedures.

- a. For the purposes of these policies and procedures, “non-exempt” off-campus sites (see **Operational Definitions** above) shall be considered “complex” organizational changes.
- b. SCHEV staff shall prepare a document and recommendation for Council action on the proposed organizational change. The document shall be placed on the Council’s agenda.

- c. When a proposed “complex” organizational change involves a “non-exempt” off-campus site, Council shall consider the proposal for “preliminary” approval (a pre-approval option for institutions) or “conditional” (required) approval. The granting of preliminary approval shall allow the institution to continue its development of plans for the site for up to one year, during which time the institution must finalize its request for a conditional approval. The granting of conditional approval shall allow the institution to operate the site for up to one year, during which time the institution must receive final approval from the Governor and General Assembly—via legislation and/or appropriation—to continue to operate the site.

#### **D. Policies Relevant to All Organizational Changes**

1. Public institutions shall inform SCHEV staff in writing at least 90 days prior to initiation of any proposed organizational changes at or above the departmental level, including the establishment of a department, school, college, branch, division, or extension, and the proposed creation of an institute if such institute is at or above the departmental level. **All organizational changes (excluding "fully-exempt" off-campus sites) must be submitted for Council consideration and approval prior to initiation.**
2. Public institutions must notify SCHEV staff of the establishment of a "fully-exempt" off-campus site. Institutions must inform SCHEV in writing upon approval from an authorizing agent (see **Operational Definitions** above).
3. Public institutions shall inform SCHEV staff in writing of any plans to offer a significant level of instruction or services out of the state through physical presence in another state or country.
4. If an institution is proposing to establish an off-campus site within a 25 mile radius of a public institution’s primary campus location, the proposing institution must consult with the adjacent institution regarding program offerings and duplication. The communication and institutional response must be included in the proposal document submitted to SCHEV. Original communication is included in the appendix.
5. The Council does not possess the authority to disapprove an organizational change authorized by the General Assembly or an off-campus site authorized by the State Board of Community Colleges.
6. Approval of an organizational change does not obligate the Council to support capital or operating requests in excess of the amounts provided in the institution’s current appropriation.
7. Public institutions are prohibited from transforming “simple” organizational changes into “complex” changes and/or transforming “fully-exempt” or “partially-exempt” sites into “non-exempt” sites subsequent to SCHEV staff approval. Any and all subsequent organizational changes and sites must be submitted for Council consideration and approval prior to initiation.

8. In accordance with the criteria of the Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC) as well as specialized and/or professional accrediting bodies, an organizational change may constitute a “substantive change” of which an institution must inform its accreditor(s).
9. All requests that require governing board approval must be formally submitted within one (1) year of that approval. If the organizational change is approved by SCHEV, the change must be implemented within one (1) year of the effective date as indicated in the SCHEV approval letter. Organizational changes not implemented within the one year must be submitted as a new request.

### **III. Procedures for Submission of Proposals for Organizational Changes**

#### **A. General Guidelines for Organizational Changes (Establishment, Reorganization, Closure/Termination)**

1. All requests for “simple” organizational changes requiring staff approval must be submitted 90 days prior to the date the change is sought. SCHEV staff will respond within 30 days of receipt of request of a proposed “simple” organizational change. Proposals for “complex” organizational changes must be submitted at least 120 days prior to the Council meeting at which Council action is sought. It is recommended that proposals for "complex" organizational changes be submitted at least 6 months days prior to the Council meeting to ensure a timely processing.
2. Proposals for “simple” and “complex” changes must be submitted via the attached forms. Proposals for “complex” changes must include: Part I: Supplemental Information and Part II: For Non-Exempt Off-Campus Instructional Sites (see page 17 and 18).
3. Regardless of its form, the proposal must include sufficient information, in sufficient detail and quantity to permit SCHEV staff to readily and adequately determine that the proposed change fits the definition of a “simple” change.. SCHEV staff reserves the right to request additional information to determine adequate resources are available to support a proposed change.

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## **B. Specific Instructions for Organizational-Change Proposals (Establishment, Reorganization, Closure/Termination)**

### **1. Proposal Format**

- Use Microsoft Word Times New Roman 12 Font for all text including appendix cover pages and page numbers. At minimum, foot notes should be in TNR 10 Font. All citations must utilize APA format.
- Use one inch margins and single space between narrative text.
- Number all pages of the document. Number appendices or attachments separate from the main document. Appendices/attachments are paginated separately.
- Use only SCHEV official forms – edited SCHEV forms will not be accepted. Use SCHEV category headings when provided within this document.
- Print one-sided.
- Print documents from the Word document format—do not print documents from the PDF.
- Include support documentation (e.g., contracts, MOU/MOA agreements) in a labeled appendix. Non-word documents are to be scanned for inclusion in the appendix of the electronic copy, if applicable.
- For a “fully-exempt” off-campus site, provide documentation of the Virginia Generally Assembly action authorizing the site and the purpose of the site.
- Include organizational charts of existing and proposed organization within the institution and/or the unit.
- Use a clip;—please do not bind materials.
- For formal submissions, send two hard copies of the documentation. One document must contain an original signature on the cover letter and the SCHEV “Proposal for Organizational Change Cover Sheet.” Electronic signatures will not be accepted.
- When submitting draft documents for SCHEV feedback, submit one hard copy labeled (watermark) "draft." Include a completed SCHEV Cover Sheet. Include a cover note from the SCHEV liaison that indicates the nature of the submission, the organizational change being proposed, and the liaison's contact information (name, telephone number, and email address). Institutions seeking to submit draft documents should consult SCHEV staff for guidance.

- Address all proposal correspondence to the Director of Academic Affairs. Submit two hard copies. Address all envelopes/packages to Administrative Assistant, Academic Affairs and Planning. For “complex” changes, an electronic copy on CD or flash drive is submitted upon final approval.

**Note:** No electronic copy is submitted for simple organizational changes.

## 2. Proposal Requirements, Components, and Forms

Proposals for organizational changes must include the following components: (i) a cover letter signed by the president or chief academic officer; (ii) an “Organizational Change Cover Sheet”; (iii) a narrative to explain the proposed change; (iv) organizational charts; and (v) a table of contents.

### i) Letter from Chief Academic Officer

A letter signed by the president or chief academic officer must accompany the proposal for organizational changes. The letter must:

- indicate the nature of the request, include the name and location of the organizational unit(s), the proposed effective date, and the BOV approval date. If BOV approval is not required, it should be noted.;
- For off-campus sites, include the full address of the location and the web address (link) for the site;
- provide a description the change;
- describe the institution’s commitment to the change in terms of resources (e.g., physical resources, financial, faculty, and personnel);
- explain how the change will fit with the institution’s mission; and
- describe funding plans for the change, including specified items and amount of the funding. Include a description of what the institution will stop doing or do differently in order to fund the change, if applicable. Indicate the institution’s ability to establish and support the change with existing resources including, existing academic units.
- include contact information (name, title, email address, and telephone number) of person(s) other than the institution’s chief academic officer who may be contacted regarding the organizational change proposal.

**Note:** if the organizational change 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) must also submit an organizational change request. If the organizational change will be offered jointly or in collaboration with a government agency or business, the chief executive officer or director must also submit documentation outlining the organization’s commitment. Letters must be on company letterhead and include an original signature. All

correspondence including contracts and Memorandum of Agreement/Understanding are included as attachments.

**ii) Organizational Change Cover Sheet**

The SCHEV Cover Sheet for Organizational Changes must be used to submit proposals for organizational changes (see below).

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**STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA  
PROPOSAL FOR ORGANIZATIONAL CHANGE  
COVER SHEET**

1. Institution
2. Nature of Proposed Change (i.e., to establish, reorganize, or terminate/close an institutional unit). Please indicate the change here. Attach a detailed description of the change as a separate document. Attach copies of the institution’s current and resultant organizational charts.
3. Purpose of Proposed Change. Please indicate in a few words the reason for the change here or simply indicate “See Attached”. Provide a detailed description of the rationale for the change as a separate document.
<p>4. Type of Proposed Change (check one).</p> <p style="display: flex; justify-content: space-between;"> <span>SIMPLE <input type="checkbox"/></span> <span>COMPLEX <input type="checkbox"/></span> </p> <p>Please explain how the change fits with the institution’s mission, curriculum, and funding as a separate document. <span style="margin-left: 150px;">Please complete and submit Part I Supplemental Information and Part II Information for Non-exempt off-campus site.</span></p>
<p>5. Does this proposed change involve the establishment of an off-campus instructional site?</p> <p style="text-align: center;">NO <input type="checkbox"/> <span style="margin-left: 150px;">YES <input type="checkbox"/></span></p> <p>If yes, does the proposal fit the criteria for a partially-exempt, non-exempt, or fully-exempt instructional site?</p> <p style="display: flex; justify-content: space-between;"> <span>PARTIALLY-EXEMPT <input type="checkbox"/></span> <span>NON-EXEMPT <input type="checkbox"/></span> <span>FULLY-EXEMPT <input type="checkbox"/></span> </p> <p>If partially-exempt, please attach documentation to support this status. <span style="margin-left: 50px;">If non-exempt, please complete and submit Part II and Part III of this form.</span> <span style="margin-left: 50px;">If fully-exempt, please attach documentation to support this status.</span></p>
<p>6. Date of Approval by Board of Visitors (e.g., May 1, 2021):</p> <p><input type="checkbox"/> Check box if BOV approval is not needed.</p>
7. Proposed Effective Date of Organizational Change (e.g., December 15, 2021).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

### iii) Narrative Description

Proposals for organizational changes must include a detailed narrative description to address (at minimum) the areas and statements below. **Note:** The format for the proposal is **not** bulleted. A guide with the section headings to format the proposal can be found on page 15 of this document.

- Include a description of the nature of the proposed change.
- Include a descriptive narrative, explanation, or summarized history of the events and actions that prompted the proposed organizational change. Include when, who, and what transpired. Do not include results or outcomes. . If the change was approved by an authorized campus committee, indicate the committee's name and date of approval **Note:** The background narrative does not include the rationale for the organizational change.
- Indicate the purpose of the proposed organizational change.
- Include a narrative to describe how the proposed change aligns with the institution's mission.
- Include an explanation of the nomenclature used by the institution if unit names are used interchangeable (e.g., department and school).
- Describe the proposed closure or consolidation of existing units (at or above the department level), if applicable.
- Include a detailed rationale to provide justification for the organizational change. Include support documentation as an attachment/appendix when needed. Attachments/appendices should be referenced in the proposal document at the end of the rationale section.
- Indicate specific academic programs (degrees, certificates, and minors) that will be administered or located in the unit. Indicate academic programs that will be moved from the unit or relocated to the unit. **Note:** The program designation and name must align with the information on SCHEV's Degree and Certificate Inventory. Sub areas (e.g., concentrations, emphasis areas, focus areas, majors, specializations, and tracks) of a degree program are not included.
- Provide an explanation of the resources and a detailed description of the expenses needed to institute and sustain the organizational change. Include information for administrative personnel, support personnel, faculty, graduate assistants, student workers, space, and other costs, specify name and funding amount (e.g., equipment). Position title, duties, salary, and benefits should be included for all administrative and support personnel. Indicate costs and the year for new resources (e.g., new hires). Indicate salary and benefits for all other positions, if applicable. Describe faculty by classification and status (e.g., adjunct faculty), if applicable.



- For off-campus sites, provide a detailed description of the support services for students enrolled at the site. Explain the resources and availability of services.
- Describe the miscellaneous expenses needed for the initiation of the proposed organizational change. Include a line-item budget to show the costs for signage, paper products, promotional materials, and other specified items. Indicate whether the institution has adequate resources to support and maintain the organizational change. Indicate whether state support will be needed or requested to support the proposed organizational change.
- For new or reorganized units or off-campus sites, include a budget form to show the costs for establishment or existing costs (e.g., a program or an existing unit) and the first three years of operation.
- Include additional supplemental documentation as needed.

#### iv) **Organizational Charts**

Include organizational charts at the level of the proposed of change that show the organizational structure before and after the proposed organizational change. If new units are proposed, include an organizational chart of the units. Identify the unit(s) changing by light shading. Organizational charts should include only administration to show reporting hierarchy and academic units. Unit personnel and names, academic programs, and general offices should not be included.

**Note:** For new academic units, administrators, faculty (number), graduate assistants (number), and staff (position title and number, if applicable) should be indicated on the organizational chart. All departments or units at the department level within the unit should be indicted.

All organizational charts should be scaled and size-adjusted for readability.

#### v) **Table of Contents**

Provide a detailed table of contents. The table of contents should reflect the headings and page numbers of the primary document and the headings and page numbers, if paginated for the attachments. Attachments/appendix items are paginated separately from the primary document and from other attachments/appendix items.

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## **Format/order of section headings for proposals submitted to SCHEV**

This outline is provided for convenience and guidance in formatting organizational change requests submitted to SCHEV. Key section headings are provided. The parenthetical information gives guidance for text/explanation narrative and is not included in the formal document.

**Note:** Additional headings (e.g., accreditation, student support services) may be needed to provide additional information. Such headings should be included as needed. Specific requirements regarding format and content can be found on pages 9, 13, and 14 of this document. Budget forms are on the SCHEV website.

### **Institution**

(Name)

### **Nature of Proposed Change**

(What change is proposed?)

### **Background**

(Provide a detailed succinct history of the events and actions to prompt the proposed organizational change. Indicate dates, personnel, and what occurred. Note: background is not rationale or justification for the organizational change and does not include results and outcomes of meetings, events, and actions.)

### **Purpose of Proposed Change**

(Provide a statement to indicate the purpose of the change.)

### **Mission**

(Describe how the change aligns with the institution's mission. Provide only the SCHEV approved mission statement. Do not include goals and strategic initiatives.)

### **Rationale for Proposed Change**

(What are the reasons for the proposed change? Include a detailed narrative describing the need and justification for the organizational change. Support documents should be included as appendix items, if needed.)

### **Academic Programs**

(Indicate whether programs will be affected by the change or moved to or from the unit. List the academic programs degrees, certificates, and minors in the unit. For degree and certificate programs, only SCHEV approved programs are listed and the information should align with the SCHEV Degree and Certificate Inventory.)

### **Space**

(For campus-based units, indicate whether the institution has adequate space for the new or reorganized unit including offices, meeting rooms, student space, and labs, if applicable. Indicate the building name. For off-campus sites, include a detailed summarized description of the space. Pictures of facilities at the site (e.g., classrooms) or floor plans should be included as appendix items.)

**Resources/Budget**

(Provide a brief introduction to summarize key aspects of the budget. Indicate existing resources and sources of the resources. Use sub-headings to provide a detailed description of expenses (e.g., personnel, faculty, graduate assistants) to establish and sustain the organizational change. To indicate additional areas for expenses, under a sub-heading entitled “other costs,” provide the name of the expense, the dollar amount, and an explanation of the expense. Expenses should be presented separately. **Note:** The total amount of other costs will be included in the organizational change budget form. Include a sub-heading entitled “miscellaneous” and describe the initial support expenses (e.g., paper products, signage, website costs) for the proposed organizational change. Include a line item budget to show the cost for each expense and indicate the total cost of expenses. Indicate whether the institution has adequate resources to establish and maintain the organizational change. Indicate whether a request will be made for state funding to establish and operate the proposed organizational change.)

Include a SCHEV organizational change budget form for new and reorganized academic units and off-campus sites. Budget forms and instructions are available on the SCHEV website.

**Justification for Organizational Change**

(For off-campus sites, if the request is proposed as a "simple" change, include a narrative to explain why the organizational change is being proposed as a simple change.)

**Attachments/Appendices**

(Include organizational charts. When applicable, include contracts, leases, and copies of Virginia General Assembly legislation and/or appropriation acts.)

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## Part I: Supplemental Information

1. If a study was conducted to determine the feasibility of the proposed organizational change, please summarize its findings here and attach a copy of the full report. If no such feasibility study was conducted, summarize a needs assessment (the institution's need for the change, and/or the needs of students, citizens, employers, the local area, the region, the Commonwealth) here and attach a detailed description of the necessity for the proposed organizational change.

2. Summarize here and attach a detailed description of the anticipated effect(s) of the proposed change on the institution's mission, scope, curriculum and budget.

3. If the proposed organizational change will involve the **reorganization** of an existing academic unit, or the **merger** of two or more currently-separate units, please summarize here and attach a detailed description of the impact of this change on operating costs (including salaries, facilities, equipment and supplies).

4. If the proposed change will involve the **establishment of a new academic unit or units**, please summarize here and attach a detailed description of the anticipated operating costs, including costs of and number of FTE personnel in each of the following categories: administrative salaries, faculty salaries, clerical/support salaries, supplies, library, travel, equipment, and other (itemized). Indicate for which, if any, of the categories above the institution will be requesting new state appropriations.

If the new organizational unit(s) will be funded in part by a source or sources other than state appropriations, summarize here and attach a detailed description of these anticipated private funds (source, amount, duration, and planned use).

**Part II: For Non-Exempt Off-Campus Instructional Sites**

1. Type of Council Action Sought at This Time (check one):

PRELIMINARY-APPROVAL

If “partially-exempt,” please provide the information requested in Section A. Then, complete Section C.

CONDITIONAL-APPROVAL

If “conditional,” please provide the information requested in Section B. Then, complete Section C.

2. At minimum, proposal documents must include text to address statements below. Appropriate section headings should be included. Add additional headings if needed.

A. Preliminary Approval

(i) A request for a Preliminary Approval **must** address, clearly and completely, **ISSUES OF “NEED,”** such as:

- How will the site fit with the institution’s mission, strategic plan, six-year plan, and state priorities?
- How might other public institutions be impacted?
- Why does this institution need this type of site at this time?
- Why does the state, region, and/or local need this type of site at this time?
- What will the site do?
- What type(s) of academic offerings/programs—generally or specifically—will be available at the site?
- How many students will be served? How will these students be served?
- How innovative will the site and its offerings be, in terms of technology, scheduling, and space utilization?

(ii) A request for a Preliminary Approval **must** address, in at least a general way, **ISSUES OF “COST,”** such as:

- What is the anticipated scope of the project (one building; more? What size, scale, design infrastructure—basic vs. innovative?)?
- Based on all of the above information, what is the institution’s general estimate of site development/purchase/construction costs: annual operating costs?
- How were these determinations made? On what are they based?

(iii) In a request for a Preliminary Approval, **“SITE SPECIFIC” ISSUES** are optional. At this discretion, a public institution may elect to discuss:

- What specific building(s) for purchases? What specific locations (parcels/tracts, towns, cities, counties)? What specific contractors, terms, agreements?
- Status of preliminary site plans and/or site analyses.

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<p><b>B. Conditional Approval</b>  (i) Nature of the proposed site.</p> <p>Lease Property or Space <input type="checkbox"/></p> <p>If the property or space is to be used for a specified time period, please attach detailed descriptions of:</p> <ol style="list-style-type: none"> <li>the location;</li> <li>the lease or use agreement;</li> <li>the length of the lease or use period;</li> <li>an estimate of FTE students to be served during the use period;</li> <li>any support services to be supplied at the site.</li> </ol>	<p>Donated Property or Space <input type="checkbox"/></p> <p>Purchased Property or Space <input type="checkbox"/></p> <p>If the attached property or space is to be donated or purchased, please attach detailed descriptions of:</p> <ol style="list-style-type: none"> <li>the location;</li> <li>the donation or purchase agreement;</li> <li>an estimate of FTE students to be served;</li> <li>support services to be supplied on-site;</li> <li>projected student enrollment for five years, including enrollment sources(s);</li> <li>estimated operation costs, including staffing and separate listings of ongoing and incremental resource requirements when fully operational;</li> <li>impact of site on other campuses'/institutions' enrollment(s).</li> </ol>	<p>New campus <input type="checkbox"/></p> <p>New Construction <input type="checkbox"/></p> <p>If the site is to involve construction of a building, complex or campus, please attach detailed descriptions of:</p> <ol style="list-style-type: none"> <li>the site analysis (including maps);</li> <li>the site plan, including topography, roads, building location(s), traffic and pedestrian circulation/flow, expansion potential, and adjacent land development;</li> <li>student support services to be supplied onsite;</li> <li>an academic plan (for new campus only);</li> <li>projected enrollments for five years, including enrollment source(s);</li> <li>preliminary estimates of costs for site development and construction;</li> <li>preliminary space requirements by function and room type;</li> <li>estimated operating costs, including staffing and separate listing of ongoing and incremental resource requirements when fully operational;</li> <li>impact on other campuses'/institutions' enrollment(s);</li> <li>projected calendar for development of site and capital projects, implementation, and operating expenditures</li> <li>summary of planning process and BOV actions.</li> </ol>
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(ii) Nature of the use of the proposed site. (check all that apply).

- |  |   |
|--|---|
| <input type="checkbox"/> Undergraduate Education   | <input type="checkbox"/> Graduate Education       |
| <input type="checkbox"/> Traditional-Aged Students | <input type="checkbox"/> Adult Students           |
| <input type="checkbox"/> Day Classes               | <input type="checkbox"/> Evening/Week-end Classes |
| <input type="checkbox"/> Synchronous Instruction   | <input type="checkbox"/> Asynchronous Instruction |
| <input type="checkbox"/> Non-Credit Instruction    | <input type="checkbox"/> Credit Instruction       |

**C. Contact Information**

(i) Name(s), title(s), and contact information for institutional personnel who may be contacted to answered questions and/or supply additional information regarding this proposal.

(ii) Printed name(s) and dated signature(s) of person(s) who completed this proposal and form.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

(iii) Printed name and dated signature of institutional president.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date