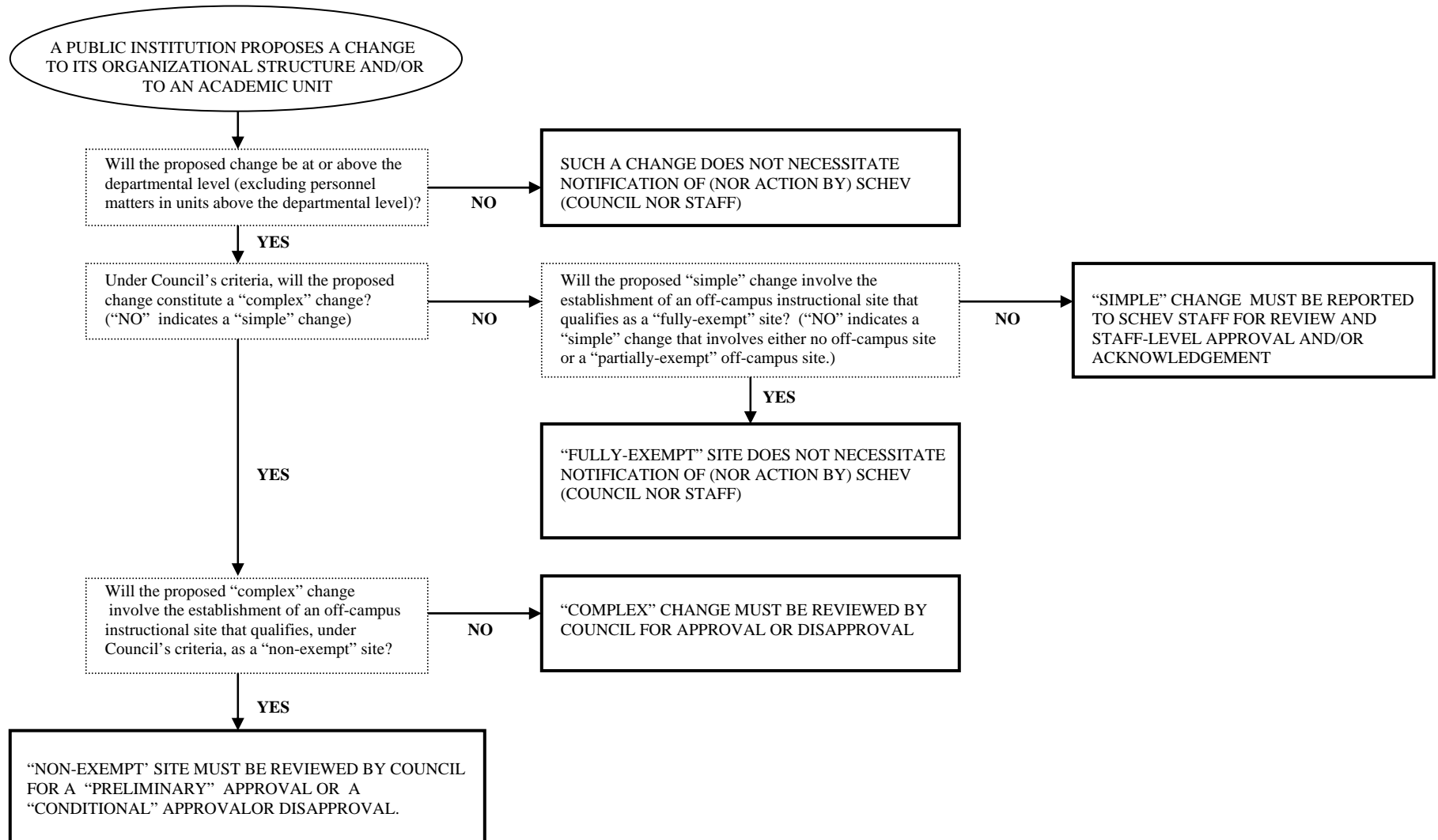


*State Council of Higher Education for Virginia*  
**LEVELS OF REQUIRED STATE ACTION**  
**FOR VARIOUS TYPES OF ORGANIZATIONAL CHANGES**  
**AT PUBLIC INSTITUTIONS**

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 STATE ACTION REQUIRED</b>	Any organizational change made below the departmental level or involving only personnel matters within existing organizational units above the departmental level, including the establishment of a “fully-exempt” off-campus site	
<b>SCHEV STAFF MUST BE NOTIFIED IN WRITING</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” 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: January 1, 2006**

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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: January 1, 2006**

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

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

1. Responsibility

“To review and approve or disapprove the creation and establishment of any department, school, college, branch, division or extension of any public institution of higher education which such institution proposes to create and establish. This duty and responsibility shall be applicable to the proposed creation and establishment of departments, schools, colleges, branches, divisions and extensions whether located on or off the main campus of the institution in question; provided, however, that 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 provision shall be construed to authorize the Council to disapprove the creation and establishment of any department, school, college, branch, division or extension of any institution which has been created and established by the General Assembly.” (Code of Virginia, §23-9.6:1.7)

2. Authority

“To adopt such rules and regulations as the Council believes necessary to implement all of the Council’s duties and responsibilities as set forth in this Code. The various public institutions of higher education shall comply with such rules and regulations.” (Code of Virginia, §23-9.6:1.14)

3. Duty

“The Council, insofar as possible, shall preserve the individuality, traditions and sense of responsibility of the respective institutions. The Council, insofar as practicable, shall seek the assistance and advice of the respective institutions in fulfilling all of its duties and responsibilities.” (Code of Virginia, §23-9.6:1)

**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

“The various public institutions of higher education shall comply with such rules 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, §23-9.6:1.14)

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 State of Virginia.” (Code of Virginia, §23-9.3[a])

## 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:

#### 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, including the establishment of a “fully-exempt” off-campus site.
- b. *SCHEV Staff Must be Notified in Writing*: 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 “partially-exempt” off-campus site (see **Operational Definitions** below).
- 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 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 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 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 review and 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 of which Council staff need **not** be informed.

“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 that meet the criteria specified in these policies and procedures. “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 review and approval of such a change to SCHEV staff. Activities subject to such review and approval include institutional changes related to academic units/structures that are solely for the purpose of internal management in or out of Virginia, as well as the establishment of “partially-exempt” off-campus sites (see **Operational Definitions** above). SCHEV staff will respond within 30 calendar days of receipt of written notification of the proposed “simple” organizational change.

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. Within 30 calendar days of receipt of a proposed “complex” change, SCHEV staff shall prepare a report and recommendation for Council action on the proposed organizational change. The report shall be placed on the Council’s agenda as promptly as possible.
- 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 as soon as possible of any proposed organizational changes at or above the departmental level, including the establishment of a school, college, branch, division, or extension, and the proposed creation of an institute or center if such institute or center is at or above the departmental level (only “fully-exempt” off-campus sites are excluded from this requirement). Public institutions shall also inform SCHEV staff in writing of any plans to offer a significant level of instruction or services out of the state through electronic delivery or physical presence in another state or country.
2. 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.

3. 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.
4. 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 notification and/or approval. Any and all subsequent organizational changes and sites must be submitted for Council consideration and approval prior to initiation.
5. If an organizational change is intended or implied in a request for a new academic degree program, the Council or its staff must approve the organizational change prior to initiation of the program. In most cases, Council action on a proposed organizational change will occur at the same time as action on the new program.
6. In accordance with the criteria of the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) 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).

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

#### **A. General Guidelines for Proposing Organizational Changes**

1. Proposals for "simple" and "complex" organizational changes must be submitted to Council in a timely manner and in accordance with these policies and procedures.
2. Proposals for "simple" changes may be submitted via the attached forms or via a narrative statement signed by the institution's president or chief academic officer. 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 and, thus, can be certified or approved at the staff level.
3. Proposals for "complex" changes must be submitted using the attached forms.

#### **B. Specific Instructions for Organizational-Change Proposals**

1. Complete all relevant parts of the "Proposal for Organizational Change" form and attach any necessary documents, narratives and/or supplemental information in the order requested on the form.
2. Provide a cover letter that summarizes the proposed organizational change. For "simple" changes, a detailed cover letter may be substituted for the "Proposal for Organizational Change" form.

3. Provide a cover page containing a detailed table of contents. The table of contents should reflect the page numbers of all attached forms, documents, narratives and supplemental information.
4. Submit the proposal to the Director of Academic Affairs and Planning. For a “simple” change, submit two hard copies (letter or form); for a “complex” change, submit one electronic copy and two hard copies.
5. “Simple” organizational changes requiring staff approval may be submitted at any time. SCHEV staff will respond within 30 days of receipt of notification of the change. Proposals for “complex” organizational changes must be submitted at least 45 days prior to the Council meeting at which Council action is sought.

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

**Part I: General Information**

**1. Institution:**

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**2. Nature of Proposed Change** (i.e., to establish, reorganize or terminate an institutional unit). Please summarize the change here and attach a detailed description of the change on a separate page, as well as copies of the institution's current and resultant organizational charts.

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**3. Purpose of Proposed Change.** Please summarize the reason(s) for the change here and attach a detailed description of the purpose for the change on a separate page.

---

**4. Type of Proposed Change** (check one).

**SIMPLE** \_\_\_\_\_

**COMPLEX** \_\_\_\_\_

If simple, please explain how the change fits with the institution's mission, curriculum and funding on a separate page. Part II is optional.

If complex, please complete and submit Part II of this form.

---

**5. Does this proposed change involve the establishment of an off-campus instructional site?**

**NO** \_\_\_\_\_ **YES** \_\_\_\_\_

If yes, does the proposal fit the criteria for a partially-exempt or non-exempt site?

**PARTIALLY-EXEMPT** \_\_\_\_\_

**NON-EXEMPT** \_\_\_\_\_

If partially-exempt, please attach documentation to support this status.

If non-exempt, please complete and submit Part II and Part III of this form.

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**6. Date of Approval by Board of Visitors.**

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**7. Proposed Effective-Date of Organizational Change.**

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Signed: \_\_\_\_\_  
Title: \_\_\_\_\_

Date: \_\_\_\_\_  
Phone: \_\_\_\_\_

## **Part II: Supplemental Information**

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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, please 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.  

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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.  

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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, other (itemized). Please also 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, please summarize here and attach a detailed description of these anticipated private funds (source, amount, duration, planned use).

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

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

**PRELIMINARY APPROVAL** \_\_\_\_\_

**CONDITIONAL APPROVAL** \_\_\_\_\_

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

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

**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; with the institution’s strategic plan (is it discussed in the current plan); and with SCHEV’s Institutional Performance Standards (will it help the institution meet at least one standard, such as the Academic Offerings standard)? 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 locale 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, space utilization, etc.?

(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 Preliminary Approval, **“SITE-SPECIFIC” ISSUES** are optional. At its 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.

*{remainder of page left blank intentionally}*

**B. Conditional Approval**

(i) Nature of the Proposed Site.

Leased Property or Space ____	Donated Property or Space ____	Purchased Property or Space ____	New Construction ____	New Campus ____
<p>If the property or space is to be used for a specified time period, please attach detailed descriptions of:</p> <ul style="list-style-type: none"> <li>a. the location;</li> <li>b. the lease or use agreement;</li> <li>c. the length of the lease or use period;</li> <li>d. an estimate of FTE students to be served during the use period;</li> <li>e. any support services to be supplied at the site.</li> </ul>	<p>If the property or space is to be donated or purchased, please attach detailed descriptions of:</p> <ul style="list-style-type: none"> <li>a. the location;</li> <li>b. the donation or purchase agreement</li> <li>c. an estimate of FTE students to be served;</li> <li>d. support services to be supplied onsite;</li> <li>e. projected enrollments for five years, including enrollment source(s);</li> <li>f. estimated operating costs, including staffing and separate listings of ongoing and incremental resource requirements when fully operational;</li> <li>g. impact of site on other campuses' / institutions' enrollment(s).</li> </ul>	<p>If the site is to involve construction of a building, complex or campus, please attach detailed descriptions of:</p> <ul style="list-style-type: none"> <li>a. the site analysis (include maps)</li> <li>b. the site plan, including topography, roads, building location(s), traffic &amp; pedestrian circulation/flow, expansion potential, and adjacent land development;</li> <li>c. student support services to be supplied onsite;</li> <li>d. an academic plan (for new campus only);</li> <li>e. projected enrollments for five years, including enrollment source(s);</li> <li>f. preliminary estimates of costs for site development and construction;</li> <li>g. preliminary space requirements by function and room type;</li> <li>h. estimated operating costs, including staffing &amp; separate listings of ongoing and incremental resource requirements when fully operational;</li> <li>i. impact on other campuses' / institutions' enrollment(s);</li> <li>j. projected calendar for development of site &amp; capital projects, implementation, &amp; operating expenditures;</li> <li>k. summary of planning process and board actions.</li> </ul>		

*{form continues on following page}*

(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 answer questions and/or supply additional information regarding this proposal.

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

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