*STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA*

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

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|---|---|
| 1. Institution | 2. Program action (Check all that apply):<br>Change of program title<br>Change of CIP code<br>Change of degree designation |
| 3. Title, existing program | |
| 4. Degree designation, existing program | 5. CIP code, existing program |
| 6. Last term and year for granting existing degree | |
| 7. New program title (if applicable) | |
| 8. Degree designation, revised program | 9. CIP code, revised program |
| 10. Term and year of initiation, revised program | 11. Term and year of first graduates, revised program |

12. Location of program within institution (complete for every level, as appropriate). If any organizational unit(s) will be new, identify the unit(s).

Department(s) of _____

Division(s) of _____

School(s) or colleges of _____

Campus (or off campus site) _____

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

vi) Summary of Projected Enrollments in Proposed Program

Complete and submit the form below.

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***STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA***

**SUMMARY OF PROJECTED ENROLLMENTS IN PROPOSED PROGRAM**

**Instructions**:

- Enter the appropriate dates at the top of each column.
- Provide **fall headcount enrollment (HDCT)** and **annual full-time equivalent student (FTE) enrollment**. Round the FTE to the nearest whole number.
- Assumptions: Provide data for 1. Retention (%); 2. Part-time students (%); 3. Full-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 program will have achieved full enrollment. The Council will review for possible closure any program that has not met SCHEV's productivity standards within five years of the date of first program graduates. Programs that do not anticipate meeting SCHEV productivity standards should not be proposed (see Productivity Standards).

**Projected enrollment**:

| 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 |
| | | | | | | | | | | | |

**Note: VCCS** institutions only complete **Years 1 through 4**. Graduation rates must be included in Year 4, Target year for the VCCS. Four-year institutions are not to complete the GRAD rate for Year 4.

**Definitions**:

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