

## 2. Merger of Academic Programs

- A public institution seeking to merge two or more academic programs must submit the “Format for Merging Academic Programs” cover sheet, a descriptive narrative statement (see below), the “Summary of Projected Enrollments in the Merged Program” and “Projected FTE Positions for the Merged Program” forms (both forms appear on same page herein—), and an “Intent to Discontinue an Academic Degree Program” form (for each program to be merged). SCHEV reserves the right to request additional information if needed.
- The narrative statement should include:

The reason(s) for the proposed merger;

How many credit hours are required for the proposed degree? **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. Institutions should include the curriculum detailing the required number of credit hours in core/foundation courses, research, seminar, clinical, internship/experiential work, electives, and dissertation hours (if applicable).

**Include a sample curriculum for full-time and part-time students.**

What learning outcomes (knowledge and skills) are graduates expected to demonstrate?

When and how does the institution plan to assess student learning? How does the assessment plan fit into the institution’s overall program review?

What are the benchmarks (include numeric) by which the program will be deemed successful, when will they be applied, and what will the institution do if the program does not meet the benchmarks? These benchmarks may include meeting projections for enrollment, job placement or acceptance rates into graduate studies, and satisfaction of employers and graduates with the program.

The estimated headcount and FTE students for the merged program. Attach “Summary of Projected Enrollment in the Merged Program.” If the projected headcount and FTE differ from the historical figures, explain why the change is projected;

The effects of any projected reallocation or savings of resources. Attach the “Projected FTE Positions for the Merged Program.”

- Requests to merge programs should be submitted with the understanding that no new state funds will be requested to support the merged program.
- Requests to merge programs may be submitted by an institution’s chief academic officer to SCHEV’s Academic Affairs section at any time.

**STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA  
 FORMAT FOR MERGING ACADEMIC PROGRAMS  
 COVER SHEET**

1. Institution	
2. Title, degree designation, and CIP code, existing program # 1	
3. Title, degree designation, and CIP code, existing program # 2	
4. Title, degree designation, and CIP code, all additional existing programs	
5. If existing or merged programs are/will be collaborative or joint, identify collaborating institution(s) and attach letter(s) of support from corresponding chief academic officers(s)	
6. Last term/year for granting existing degree	7. Title, merged program
8. Degree designation, merged program	9. CIP code, merged program
10. Term/year of initiation, merged program	11. Term/year of first graduates, merged program
12. Location of program within institution (please complete for every level, as appropriate). If any of these organizational units will be new, please so indicate.  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 merger.	

**STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA  
SUMMARY OF PROJECTED ENROLLMENTS IN THE MERGED PROGRAM**

Institution: \_\_\_\_\_ New program title: \_\_\_\_\_

CIP code: \_\_\_\_\_ Degree level: \_\_\_\_\_ Initiation date: \_\_\_\_\_

**Instructions:**

Put the appropriate dates at the top of each column. Provide a **fall headcount** and an **annual FTE**. Round the FTE to the nearest whole number.

**Part 1: Projected enrollment:**

20____ - 20____	20____ - 20____	20____ - 20____
<u>HDCT</u> <u>FTEs</u>	<u>HDCT</u> <u>FTEs</u>	<u>HDCT</u> <u>FTEs</u>
_____	_____	_____

**Part 2: Please check the student level(s) included in the figures above.**

**Undergraduate**

\_\_\_\_\_ Lower occupational/technical  
 \_\_\_\_\_ Lower bachelor's  
 \_\_\_\_\_ Upper bachelor's

**Graduate**

\_\_\_\_\_ First year  
 \_\_\_\_\_ Advanced  
 \_\_\_\_\_ First professional

**PROJECTED FTE POSITIONS FOR THE MERGED PROGRAM**

**Complete the following table.**

	Current FTE positions all programs to be merged 20____ - 20____	First year of merged program 20____ - 20____	Second year of merged program 20____ - 20____
Full-time faculty			
Part-time faculty			
Graduate assistants			
Classified positions			
<b>TOTAL</b>			