

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

Part I: General Information

1. Institution:

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.

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.

6. Date of Approval by Board of Visitors.

Check box if BOV approval is not needed.

7. Proposed Effective-Date of Organizational Change.

Signed: _____
Title: _____

Date: _____
Phone: _____