

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

1. Name of institution	
2. Title, degree designation, and CIP of existing program # 1	
3. Title, degree designation, and CIP of existing program # 2	
4. Title, degree designation, and CIP of existing program # 3	
5. Title, degree designation, and CIP of existing program # 4	
6. Last term and year for granting existing degrees	7. Merged program title
8. Degree designation, merged program	9. CIP number, merged program
10. Term and year of initiation, merged program	11. Term and year of first graduates, merged program
<p>12. Location of program within institution (please complete for every level, as appropriate). If any of these organizational units would be new, please so indicate.</p> <p>Department(s) of _____</p> <p>Division(s) of _____</p> <p>School(s) or colleges of _____</p> <p>Campus (or off-campus site) _____</p>	
<p>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 about the merger.</p>	

General Information for Completion of Program Merger Proposals

- This form should be used when an institution wants to merge two or more degree programs into a single program.
- If the merger is approved, the new name/CIP/degree designation will be added and the existing names/CIPs/degree designations will be removed from the institution's program inventory.
- Complete the cover sheet and attach it to a narrative that provides the description of the newly named program (see next page).
- Proposals to merge programs should be with the understanding that all resources needed for the newly named program will be reallocated from the programs that are closed in the merger.
- The form may be completed and submitted anytime by the institution's chief academic officer. Contact the SCHEV academic staff if you have questions about the form.

Dr. Donna Brodd, Academic Affairs Director, 804-225-4416, brodd@schev.edu

Dr. Lonnie Schaffer, Academic Affairs Senior Associate, 804-225-2635,
lschaffer@schev.edu

Description of Merged Program

Please include

1. the reasons for proposing this merger.
2. the number of credits required for the degree. Strong educational justification must be provided for requiring more than 60 credits for an A.A., A.S., or AA&S degrees, 65 credits for an A.A.S. degree; or 120 credits for a baccalaureate degree. Time to degree should be described for graduate programs.
3. the core curriculum. (All mergers must have a core of courses required of all students who receive the degree.) Describe the curriculum for concentrations or tracks within the program.
4. What students are expected to know and be able to do by the time of graduation.
5. the plan to assess students' attainment of the program's learning goals.
6. the composition and function of any advisory committee(s) and its (their) involvement, if any, in the development of this proposal and the program's operations.
7. the estimated headcount and FTE students for the merged program. Complete and attach the form, "Summary of Projected Enrollment in the Merged Programs." If the projected headcount and FTE differ from the historical figures, explain why the change is projected.
8. the effects of any projected reallocation or savings of resources. Complete and attach the form "Projected FTE Positions for the Merged Program."

Summary of Projected Enrollment 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____ - _____	_____ - _____
<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			
Total			