

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

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

### **Instructions and information about revising programs:**

- This form may be used when an institution wants to rename or change the CIP code or degree designation of an existing academic program.
- The chief academic officer may submit this form at any time to the institution's academic liaison at SCHEV.
- If the new name/CIP/degree designation is approved, it will be added and the existing name/CIP/degree designation will be removed from the institution's program inventory.
- Attach a brief narrative description of the revised program (see below).
- Contact the SCHEV academic staff if you have questions about this form.

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### **The description of the newly named program should include the following:**

1. The reason for changing the program name/CIP/degree designation.
2. Any changes in the plan to assess student learning and performance, if this is an undergraduate or off-campus program.
3. If the revised program differs significantly from the existing program, provide the following:
  - a. The new curriculum
  - b. A description of how current students will make the transition from the existing to the new program.
  - c. A description of any changes in programmatic accreditation, if applicable.