

**Levels of Required State Action for Various Types of Organizational Changes at Public Institutions**

This process chart was developed by SCHEV staff as a reference guide for public institutions seeking state action on organizational changes to academic structures. The Council’s “Policies and Procedures for Internal and External Organizational Changes” contains definitions of these terms, specific policy statements, detailed procedures and instructions, and requisite forms.

<table>
<thead>
<tr>
<th>Level of Required State Action</th>
<th>“Simple” Academic-Structure Change</th>
<th>“Complex” Academic-Structure Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>No SCHEV Action Required</strong></td>
<td>Any organizational change made below the departmental level or involving only personnel matters within existing organizational units above the departmental level, or any “fully exempt” site specifically approved by the State Board for Community Colleges for one of its colleges.</td>
<td></td>
</tr>
<tr>
<td><strong>SCHEV Staff Must Be Notified in Writing</strong></td>
<td>Any organizational change at or above the departmental level (excluding personnel matters in units above the departmental level) that is to be made solely for the purposes of internal management, including the establishment of a “partially-exempt” or “fully-exempt” off-campus instructional site</td>
<td></td>
</tr>
<tr>
<td><strong>Council Must Review and Approve or Disapprove</strong></td>
<td></td>
<td>Any organizational change at or above the departmental level (excluding personnel matters in units above the departmental level) that is to be made for reasons other than simple internal management, including the establishment of a “non-exempt” off-campus instructional site</td>
</tr>
</tbody>
</table>
A PUBLIC INSTITUTION PROPOSES A CHANGE TO ITS ORGANIZATIONAL STRUCTURE AND/OR TO AN ACADEMIC UNIT

Will the proposed change be at or above the departmental level (excluding personnel matters in units above the departmental level)?

NO

SUCH A CHANGE DOES NOT NECESSITATE NOTIFICATION OF (NOR ACTION BY) SCHEV (COUNCIL NOR STAFF)

YES

Under Council’s criteria, will the proposed change constitute a “complex” change? (“NO” indicates a “simple” change)

NO

“SIMPLE” CHANGE MUST BE REPORTED TO SCHEV STAFF FOR REVIEW AND STAFF-LEVEL APPROVAL AND/OR ACKNOWLEDGEMENT

YES

Will the proposed “simple” change involve the establishment of an off-campus instructional site that qualifies as a “fully-exempt” site? (“NO” indicates a “simple” change that involves either no off-campus site or a “partially-exempt” off-campus site.)

NO

“FULLY-EXEMPT” SITE NECESSITATES NOTIFICATION TO SCHEV STAFF

YES

“COMPLEX” CHANGE MUST BE REVIEWED BY COUNCIL FOR APPROVAL OR DISAPPROVAL

NO

“NON-EXEMPT” SITE MUST BE REVIEWED BY COUNCIL FOR A “PRELIMINARY” APPROVAL OR A “CONDITIONAL” APPROVAL OR DISAPPROVAL.

Will the proposed “complex” change involve the establishment of an off-campus instructional site that qualifies, under Council’s criteria, as a “non-exempt” site?

NO

YES

“NON-EXEMPT” SITE MUST BE REVIEWED BY COUNCIL FOR A “PRELIMINARY” APPROVAL OR A “CONDITIONAL” APPROVAL OR DISAPPROVAL.

“COMPLEX” CHANGE MUST BE REVIEWED BY COUNCIL FOR APPROVAL OR DISAPPROVAL
ORGANIZATIONAL CHANGES AT PUBLIC INSTITUTIONS:
POLICIES AND PROCEDURES FOR INTERNAL AND OFF-CAMPUS
ORGANIZATIONAL CHANGES

Effective: August 1, 2013

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I. Statutory Obligations Related to Organizational Changes at Public Institutions

A. The Council of Higher Education’s Responsibility, Authority and Duty

1. Responsibility
   “To review and approve or disapprove the creation and establishment of any department, school, college, branch, division or extension of any public institution of higher education which such institution proposes to create and establish. This duty and responsibility shall be applicable to the proposed creation and establishment of departments, schools, colleges, branches, divisions and extensions whether located on or off the main campus of the institution in question; provided, however, that if any organizational change is determined by the Council to be proposed solely for the purpose of internal management and the institution’s curricula offerings remain constant, the Council shall approve the proposed change. Nothing in this provision shall be construed to authorize the Council to disapprove the creation and establishment of any department, school, college, branch, division or extension of any institution which has been created and established by the General Assembly.” (Code of Virginia, §23-9.6:1.7)

2. Authority
   “To adopt such rules and regulations as the Council believes necessary to implement all of the Council’s duties and responsibilities as set forth in this Code. The various public institutions of higher education shall comply with such rules and regulations.” (Code of Virginia, §23-9.6:1.15)

3. Duty
   “The Council, insofar as possible, shall preserve the individuality, traditions and sense of responsibility of the respective institutions. The Council, insofar as practicable, shall seek the assistance and advice of the respective institutions in fulfilling all of its duties and responsibilities.” (Code of Virginia, §23-9.6:1)

B. Public Institutions’ Responsibility and Duty

1. Responsibility
   “1. A public college or university seeking to create, establish, or operate an off-campus instructional site, funded directly or indirectly from the general fund or with revenue from tuition and mandatory educational and general fees generated
from credit course offerings, shall first refer the matter to the State Council of Higher Education for Virginia for its consideration and approval. The State Council of Higher Education for Virginia may provide institutions with conditional approval to operate the site for up to one year, after which time the college or university must receive approval from the Governor and General Assembly, through legislation or appropriation, to continue operating the site.

2. For the colleges of the Virginia Community College System, the State Board of Community Colleges shall be responsible for approving off-campus locations. Sites governed by this requirement are those at any locations not contiguous to the main campus of the institution, including locations outside Virginia.

3. a. The provisions of this language shall not apply to credit offerings on the site of a public or private entity if the offerings are supported entirely with private, local, or federal funds or revenue from tuition and mandatory educational and general fees generated entirely by course offerings at the site.

   b. Offerings at previously approved off-campus locations shall also not be subject to these provisions.

   c. Further, the provisions of this language do not govern the establishment and operations of campus sites with a primary function of carrying out grant and contract research where direct and indirect costs from such research are covered through external funding sources. Such locations may offer limited graduate education as appropriate to support the research mission of the site.

   d. Nothing in this language shall prohibit an institution from offering non-credit continuing education programs at sites away from the main campus of a college or university.

4. The State Council of Higher Education shall establish guidelines to implement this provision.” (2003 Revision to the Appropriation Act of 2002-04, Section 4-5.05c)

2. **Duty**
   “The various public institutions of higher education shall comply with such rules and regulations [as the Council believes necessary to implement all of the Council’s duties and responsibilities as set forth in this Code].” (Code of Virginia, §23-9.6:1.15)
II. Policy Statements on Organizational Changes at Public Institutions

A. Overview

To ensure that the Council is duly apprised of organizational changes in or to academic structures/units at public institutions, and that institutions are not unnecessarily burdened with complex and lengthy procedures, the Council recognizes the following distinctions.

Note: The following distinctions are applicable to establishment, reorganization, and closure/termination of academic structures/units:

1. Types of Organizational Changes
   a. "Simple" Organizational Change: a structural alteration (establishment, reorganization, or termination), proposed solely for the purpose of internal management, that would not alter the institution’s mission or curricular offerings and would be executable within currently-authorized funds (e.g., re-naming an academic department or establishing a “fully-exempt” or “partially-exempt” off-campus instructional site—see Operational Definitions below).
   b. "Complex" Organizational Change: a structural alteration (establishment, reorganization, or termination), not proposed solely for the purpose of internal management, that may alter the institution’s mission or curricular offerings and/or may not be executable within currently authorized funds (e.g., establishing a new unit—college, school, department—or a “non-exempt” off-campus site—see Operational Definitions below).

2. Levels of Required State Action
   a. No Required State Action: any “simple” organizational change made below the departmental level or involving only personnel matters within existing organizational units above the departmental level.
   b. SCHEV Staff Must be Notified in Writing: any “simple” organizational change that involves the establishment, reorganization, or termination of a subdivision of an institution at or above the departmental level (excluding personnel matters in units above the departmental level), including the establishment of a "fully-exempt” or “partially-exempt” off-campus site (see Operational Definitions below).
   c. Council Must Review and Approve or Disapprove: any “complex” organizational change that involves the establishment, reorganization, or termination of a subdivision of an institution at or above the departmental level (excluding personnel matters in units above the departmental level), including the establishment of a “non-exempt” off-campus instructional site (see Operational Definitions below). For “complex” changes involving “non-exempt” sites, Council review and “preliminary” and/or “conditional” approval is required (see Operational Definitions below). “Preliminary” approval is an optional pre-approval step. “Conditional” approval is a mandatory step and is granted for a period of no more than one year. During the conditional period, the institution must seek and receive approval for long-term operation of the site from the Governor and General Assembly.
B. Operational Definitions of Key Terms

**Organizational Change**: an alteration—*establishment, reorganization, or closure/termination*—in the organization and/or structure of one or more of an institution’s academic units.

“**Simple**” Organizational Change: a structural alteration (establishment, reorganization, or closure/termination), proposed solely for the purpose of internal management, that would not alter the institution’s mission or curricular offerings and would be executable within currently authorized funds (e.g., re-naming an academic department or establishing a “fully-exempt” or “partially-exempt” off-campus instructional site).

“**Complex**” Organizational Change: a structural alteration (establishment, reorganization, or closure/termination), not proposed solely for the purpose of internal management, that may alter the institution’s mission or curricular offerings and/or may not be executable within currently authorized funds (e.g., establishing a new unit—college, school, or department—or a “non-exempt” off-campus instructional site.)

**Off-Campus Site**: any location not contiguous to the approved, main campus(es) of an institution. These policies and procedures apply to *instructional* sites only.

“**Fully-Exempt**” Off-Campus Instructional Site: an instructional location, not contiguous to an institution’s approved, main campus(es), that is *not* subject to Council approval or disapproval. As such, an “exempt” off-campus site is one for which either:

- the State Board of Community Colleges provides specific approval to a college of the Virginia Community College System; or
- the General Assembly, the State Board of Community Colleges, or the State Council of Higher Education has previously granted approval; or
- the primary function is the execution of grant and contract research where direct and indirect costs from such research are covered through external funding sources (and where limited graduate-level instruction may be offered); or
- the sole function is the provision of non-credit continuing education instruction.

The establishment of a “fully-exempt” off-campus site constitutes a “simple” organizational change. Council staff *must* be informed using the procedures for such changes (see below).

“**Partially-Exempt**” Off-Campus Instructional Site: an instructional location, not contiguous to an institution’s approved main campus, that *is* subject to Council staff review but is *not* subject to Council approval or disapproval. Such locations include all sites where the for-credit courses/programs to be offered are supported *entirely* with private, local, or federal funds or with revenue from tuition and mandatory educational and general fees generated *entirely* by course offerings at the site. The establishment of a “partially-exempt” off-campus site constitutes a “simple” organizational change of which Council staff *must* be informed using the procedures for such changes (see below). **Final authority** for determining whether a proposed off-campus instructional site is “partially-exempt” rests with the Council.
“Non-Exempt” Off-Campus Instructional Site: an instructional location, not contiguous to an institution’s approved, main campus, that is subject to Council approval. Such locations include all sites to be funded directly or indirectly from the general fund or with revenue from tuition and mandatory educational and general fees generated from credit course offerings provided at locations (including the main campus and other approved off-campus sites) beyond the sites in question.

“Preliminary” Approval: an action by the Council authorizing a public, four-year institution to continue development of plans for an off-campus instructional site that will ultimately require either the purchase, construction or receipt (as donation) of one or more buildings. A request for such an approval is an optional step that allows an institution to seek state (Council) scrutiny, input and permission to continue planning before it expends significant resources or enters into binding contracts/agreements. A request for a “conditional” approval (see below) must follow within one year of the State Council’s granting of a preliminary approval; all requests for extensions of preliminary approvals will be considered at the Council’s discretion. A request for a preliminary approval must address, clearly and completely, issues of need and, in at least a general way, issues of cost; the required documentation is detailed in Part III of Council’s “Proposal for Organizational Change” form, which appears at the end of this document.

“Conditional” Approval: an action by the Council authorizing a public, four-year institution to operate a non-exempt off-campus instructional site for up to one year, during which time the institution must receive final approval from the Governor and General Assembly—via legislation and/or appropriation—to continue to operate the site. A request for a conditional approval is mandatory regardless of whether the institution previously requested a “preliminary” approval (see above). A request for a conditional approval is required to include specific, detailed and/or finalized documentation; the required documentation is detailed in Part III of Council’s “Proposal for Organizational Change” form, which appears at the end of this document.

C. “Simple” and “Complex” Organizational Changes

1. Background
   The Council recognizes distinctions between “simple” and “complex” organizational changes (see Operational Definitions above). This distinction is intended to clarify and streamline the approval process for public institutions’ organizational changes. As a result, while the Council will continue to formally approve all institutional organizational changes at or above the departmental level, SCHEV staff have been delegated the responsibility and authority to approve “simple” organizational changes that meet the criteria specified in these policies and procedures. “Simple” and “complex” organizational changes must be submitted to SCHEV staff using the guidelines, instructions and forms contained herein.
2. “Simple” Organizational Changes
   If SCHEV staff concurs with a public institution’s determination that a proposed organizational change fits the definition of a “simple” change (i.e., would be solely for the purpose of internal management, would not alter the institution’s mission and curricular offerings and would be executable within currently-approved funds), the Council delegates responsibility for the review and approval of such a change to SCHEV staff. Activities subject to such review and approval include institutional changes related to academic units/structures that are solely for the purpose of internal management in or out of Virginia, as well as the establishment of “partially-exempt” off-campus sites (see Operational Definitions above). SCHEV staff will respond within 30 calendar days of receipt of written notification of the proposed “simple” organizational change.

3. “Complex” Organizational Changes
   If SCHEV staff and/or a public institution determine(s) that a proposed organizational change fits the definition of a “complex” change (see Operational Definitions above), the institution shall seek Council approval of the proposed change in accordance with these policies and procedures.
   a. For the purposes of these policies and procedures, “non-exempt” off-campus sites (see Operational Definitions above) shall be considered “complex” organizational changes.
   b. Within 60 calendar days of receipt of a proposed “complex” change, SCHEV staff shall prepare a report and recommendation for Council action on the proposed organizational change. The report shall be placed on the Council’s agenda as promptly as possible.
   c. When a proposed “complex” organizational change involves a “non-exempt” off-campus site, Council shall consider the proposal for “preliminary” approval (a pre-approval option for institutions) or “conditional” (required) approval. The granting of preliminary approval shall allow the institution to continue its development of plans for the site for up to one year, during which time the institution must finalize its request for a conditional approval. The granting of conditional approval shall allow the institution to operate the site for up to one year, during which time the institution must receive final approval from the Governor and General Assembly—via legislation and/or appropriation—to continue to operate the site.

D. Policies Relevant to All Organizational Changes
   1. Public institutions shall inform SCHEV staff in writing at least 60 days prior to initiation of any proposed organizational changes at or above the departmental level, including the establishment of a school, college, branch, division, or extension, and the proposed creation of an institute or center if such institute or center is at or above the departmental level. All organizational changes (excluding "fully-exempt" off-campus sites) must be submitted for Council consideration and approval prior to initiation.
2. Public institutions must notify SCHEV staff of the establishment of a "fully-exempt" off-campus site. Institutions must inform SCHEV in writing upon approval from an authorizing agent (see Operational Definitions above).

3. Public institutions shall inform SCHEV staff in writing of any plans to offer a significant level of instruction or services out of the state through electronic delivery or physical presence in another state or country.

4. The Council does not possess the authority to disapprove an organizational change authorized by the General Assembly or an off-campus site authorized by the State Board of Community Colleges.

5. Approval of an organizational change does not obligate the Council to support capital or operating requests in excess of the amounts provided in the institution’s current appropriation.

6. Public institutions are prohibited from transforming “simple” organizational changes into “complex” changes and/or transforming “fully-exempt” or “partially-exempt” sites into “non-exempt” sites subsequent to SCHEV staff notification and/or approval. Any and all subsequent organizational changes and sites must be submitted for Council consideration and approval prior to initiation.

7. If an organizational change is intended or implied in a request for a new academic degree program, the Council or its staff must approve the organizational change prior to initiation of the program.

8. In accordance with the criteria of the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) as well as specialized and/or professional accrediting bodies, an organizational change may constitute a “substantive change” of which an institution must inform its accreditor(s).

III. Procedures for Submission of Proposals for Organizational Changes

A. General Guidelines for Organizational Changes (Establishment, Reorganization, Closure/Termination)

1. Proposals for “simple” organizational changes requiring staff approval must be submitted 60 days prior to the date the change is sought. SCHEV staff will respond within 30 days of receipt of notification of the change. Proposals for “complex” organizational changes must be submitted at least 60 days prior to the Council meeting at which Council action is sought. It is recommended that proposals for "complex" organizational changes be submitted at least 90 days prior to the Council meeting to ensure a timely processing.

2. Proposals for “simple” and “complex” changes must be submitted via the attached forms. Proposals for “complex” changes must include Part II and III.
3. Regardless of its form, the proposal must include sufficient information, in sufficient detail and quantity, to permit SCHEV staff to readily and adequately determine that the proposed change fits the definition of a “simple” change and, thus, can be certified or approved at the staff level. SCHEV staff reserves the right to request additional information to determine adequate resources are available to support a proposed change.

B. Specific Instructions for Organizational-Change Proposals (Establishment, Reorganization, Closure/Termination)

1. Proposal Format

- Provide a table of contents, number all pages of the proposal, and print one-sided.
- Use Microsoft Word Times New Roman or Arial 12 Font.
- Use a clip or rubber band—please do not bind materials.
- Use only SCHEV official forms (edited forms will not be accepted).
- Include documentation for contracts and leases with external resources, if appropriate.
- Insert any forms or attachments in a labeled appendix. For Complex Organizational Change request, please scan attachments and insert them electronically in an appendix.
- Address all proposal correspondence to the Director of Academic Affairs and Planning. For a “simple” change, submit two hard copies of the complete proposal. For a “complex” change, submit two hard copies and one electronic copy on CD. For all submissions, one document must have an original signature.

2. Proposal Requirements, Components, and Forms

A detailed narrative description of the change must be provided. Note: The format for the proposal is not bulleted. A guide with the section headings to format the proposal can be found on page 13 of this document.

- Proposals for organizational changes must include the following components: (i) a letter from the president of chief academic officer; (ii) an “Organizational Change Cover Sheet”; (iii) a table of contents; (iv) a narrative to explain the proposed change; and (v) organizational charts.
- Complete all relevant parts of the “Proposal for Organizational Change” form and attach any necessary documents, narratives and/or supplemental information in the order requested on the form.
• Provide a cover letter from the president or chief academic officer that summarizes the proposed organizational change.

• Complete the SCHEV Cover Sheet. The cover sheet must be signed and dated by the president or chief academic officer.

• Provide a detailed table of contents. The table of contents should reflect the page numbers of all attached forms, documents, narratives and supplemental information.

• A narrative explaining the organizational change to include purpose, location, curriculum changes (e.g., relocating degree programs), if applicable, proposed closures or consolidation of existing units (at or above the department level) and, resources needed to support the proposed change.

• Organizational charts of existing and proposed organization within the unit and/or institution.

• For a “fully-exempt” off-campus site, provide documentation of General Assembly action authorizing the site and purpose for the site.

• Additional supplemental documentation as needed.

**Letter from Chief Academic Officer**
A letter from the president or chief academic officer must accompany the program proposal for organizational changes.
The letter must:

• describe the institution’s commitment to the change (in terms of faculty, financial, and physical resources);

• explain how the change will fit with the institution’s mission and strategic plan; and

• describe funding plans for the change, including a description of what the institution will stop doing or do differently in order to fund the change.

**Note:** If the organizational change will be offered jointly or in collaboration with one or more additional institutions (public or private), the chief academic officer(s) of the collaborating institution(s) must also submit an organizational change request.
Format/order of section headings for proposals submitted to SCHEV

Note: This outline is provided for convenience and guidance in formatting organizational change requests submitted to the State Council. Not every section heading is included and proposals may include additional sections as needed. Specific requirements regarding format and content can be found on pages 11 - 12 of the official document “LEVELS OF REQUIRED STATE ACTION FOR VARIOUS TYPES OF ORGANIZATIONAL CHANGES AT PUBLIC INSTITUTIONS.”

Institution (name)

Nature of Proposed Change (what change is proposed)

Background (brief history or what is prompting the change)

Purpose of Proposed Change

Rationale for Proposed Change

Curriculum/Degree Programs (specific degree programs affected by the change, if applicable)

Resources (budget, faculty, space, internal infrastructure/support, etc.)

Attachments (organizational charts, contracts, leases, General Assembly bills, etc.)
### Part I: General Information

1. **Institution:**
   
   

2. **Nature of Proposed Change** (i.e., to establish, reorganize, or terminate/close 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 _____**
     - If simple, please explain how the change fits with the institution’s mission, curriculum, and funding on a separate page.
   - **COMPLEX _____**
     - If complex, please complete and submit Part II and Part III 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, non-exempt site, or fully-exempt?
       - **PARTIALLY-EXEMPT _____**
       - **NON-EXEMPT _____**
       - **FULLY-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.
         - If fully-exempt, please attach documentation to support this status.

6. **Date of Approval by Board of Visitors.**
   - Check box if BOV approval is not needed.

7. **Proposed Effective-Date of Organizational Change.**

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**Signed: _______________________________**  **Date: __________________**

**Title: _______________________________**  **Phone: __________________**
Part II: Supplemental Information

1. If a study was conducted to determine the feasibility of the proposed organizational change, please summarize its findings here and attach a copy of the full report. If no such feasibility study was conducted, please summarize a needs assessment (the institution’s need for the change, and/or the needs of students, citizens, employers, the local area, the region, the Commonwealth) here and attach a detailed description of the necessity for the proposed organizational change.

2. Summarize here and attach a detailed description of the anticipated effect(s) of the proposed change on the institution’s mission, scope, curriculum and budget.

3. If the proposed organizational change will involve the reorganization of an existing academic unit, or the merger of two or more currently-separate units, please summarize here and attach a detailed description of the impact of this change on operating costs (including salaries, facilities, equipment and supplies).

4. If the proposed change will involve the establishment of a new academic unit or units, please summarize here and attach a detailed description of the anticipated operating costs, including costs of and number of FTE personnel in each of the following categories: administrative salaries, faculty salaries, clerical/support salaries, supplies, library, travel, equipment, other (itemized). Please also indicate for which, if any, of the categories above the institution will be requesting new state appropriations.

If the new organizational unit(s) will be funded in part by a source or sources other than state appropriations, please summarize here and attach a detailed description of these anticipated private funds (source, amount, duration, planned use).
Part III: For Non-Exempt Off-Campus Instructional Sites

1. Type of Council Action Sought at this Time (check one):

**PRELIMINARY APPROVAL _____**  **CONDITIONAL APPROVAL _____**

If “preliminary”, please provide the information requested in Section A. Then, complete Section C.
If “conditional”, please provide the information requested in Section B. Then, complete Section C.

A. Preliminary Approval

(i) A request for a Preliminary Approval must address, clearly and completely, **ISSUES OF “NEED”**, such as:

-- How will the site fit with the institution’s mission, strategic plan, six-year plan, and other state priorities? How might other public institutions be impacted?
-- Why does this institution need this type of site at this time? Why does the state, region and/or locale need this type of site at this time?
-- What will the site do? What type(s) of academic offerings/programs—generally or specifically—will be available at the site? How many students will be served? How will these students be served? How innovative will the site and its offerings be, in terms of technology, scheduling, space utilization, etc.?

(ii) A request for a Preliminary Approval must address, in at least a general way, **ISSUES OF “COST”**, such as:

-- What is the anticipated scope of the project (one building; more? What size, scale, design, infrastructure—basic vs. innovative?)?
-- Based on all of the above information, what is the institution’s general estimate of site development/purchase/construction costs; annual operating costs?
-- How were these determinations made? On what are they based?

(iii) In a request for Preliminary Approval, **“SITE-SPECIFIC” ISSUES** are optional. At its discretion, a public institution may elect to discuss:

-- What specific building(s), for purchases? What specific locations (parcels/tracts, towns, cities, counties)? What specific contractors, terms, agreements?
-- Status of preliminary site plans and/or site analyses.

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### B. Conditional Approval

(i) Nature of the Proposed Site.

<table>
<thead>
<tr>
<th>Leased Property or Space ____</th>
<th>Donated Property or Space ____</th>
<th>Purchased Property or Space ____</th>
<th>New Construction ____</th>
<th>New Campus ____</th>
</tr>
</thead>
</table>

If the property or space is to be used for a specified time period, please attach detailed descriptions of:

a. the location;
b. the lease or use agreement;
c. the length of the lease or use period;
d. an estimate of FTE students to be served during the use period;
e. any support services to be supplied at the site.

If the property or space is to be donated or purchased, please attach detailed descriptions of:

a. the location;
b. the donation or purchase agreement;
c. an estimate of FTE students to be served;
d. support services to be supplied onsite;
e. projected enrollments for five years, including enrollment source(s);
f. estimated operating costs, including staffing and separate listings of ongoing and incremental resource requirements when fully operational;
g. impact of site on other campuses’/institutions’ enrollment(s).

If the site is to involve construction of a building, complex or campus, please attach detailed descriptions of:

a. the site analysis (include maps);
b. the site plan, including topography, roads, building location(s), traffic & pedestrian circulation/flow, expansion potential, and adjacent land development;
c. student support services to be supplied onsite;
d. an academic plan (for new campus only);
e. projected enrollments for five years, including enrollment source(s);
f. preliminary estimates of costs for site development and construction;
g. preliminary space requirements by function and room type;
h. estimated operating costs, including staffing & separate listings of ongoing and incremental resource requirements when fully operational;
i. impact on other campuses’/institutions’ enrollment(s);
j. projected calendar for development of site & capital projects, implementation, & operating expenditures;
k. summary of planning process and board actions.

*Form continues on following page*
(ii) Nature of the Use of the Proposed Site (check all that apply).

_____ Undergraduate Education  _____ Graduate Education
_____ Traditional-Aged Students  _____ Adult Students
_____ Day Classes  _____ Evening/Week-End Classes
_____ Synchronous Instruction  _____ Asynchronous Instruction
_____ Non-Credit Instruction  _____ Credit Instruction

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C. Contact Information

(i) Name(s), title(s), and contact information for institutional personnel who may be contacted to answer questions and/or supply additional information regarding this proposal.

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(ii) Printed names(s) and dated signature(s) of person(s) who completed this form.

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(iii) Printed name and dated signature of institutional president.