The following is a guide to format the merger proposal document submitted to SCHEV. Key section headings are included. The parenthetical information is for guidance of text/explanation narrative and is not included in the formal document submitted to SCHEV.

Note: Additional headings may be needed to provide additional and/or specific information to the proposal. Additional headings (e.g., accreditation, admission, advisory board, delivery format, title change, licensure qualifying option) should be added to address such information when applicable.

Background
(Indicate the degree designation and degree name/title of the new merged degree program and the proposed initiation date (semester/year). Include the location/administration unit of the merged degree program. Provide specific information detailing the purpose of the merged program and the focus/intent of the program and the curriculum. Indicate what graduates are needed to do/address. An explanation of the actions (or summarized history) that led to the merger should be provided; however, the explanation is not the rationale to justify the proposed merger. Please address the rationale/justification for the merger under the heading, “Rationale for the Proposed Program.”)

Degree Programs to be Discontinued
(Indicate the degree designation, SCHEV approved degree title, and CIP code for the degree programs. Include the location/administration unit of the degree programs.) Note: The Intent to Discontinue documentation for each degree program that is closed/discontinued must be submitted at the same time the Merger documents are submitted.

Curriculum
(Provide all of the curriculum requirements of the new merged degree program. Include a description of the curriculum and indicate program strengths. Indicate all required courses including core courses, restricted electives, or other special category areas. Provide a description of support areas: concentrations, emphasis, focus areas, majors, options, or tracks and indicate all required courses, if applicable. Indicate any new courses. Include an appendix for a Sample Plan of Study for fulltime and part-time students and, an appendix for course descriptions of required core courses, restrictive electives, and required courses in support areas, if applicable. Indicate new courses.)

See the SCHEV policy ACADEMIC PROGRAMS AT PUBLIC INSTITUTIONS: POLICIES AND PROCEDURES FOR PROGRAM APPROVALS AND CHANGES for instructions and the SCHEV website for forms http://www.schev.edu/index/institutional/guidance-policies/academic-affairs-policy/state-level-requirements-for-approval-of-various-academic-program-actions-at-public-institutions
Student Assessment
(Provide information to address the following: student learning outcomes (knowledge and skills) graduates expected to demonstrate; when and how does the institution plan to assess student learning; and how does the assessment plan fit into the institution’s overall program review.)

Employment Skills/Workplace Competencies
(List what graduates will be able “to do” on a job. Skills should be appropriate to the curriculum and degree level of the program.)

Program Assessment
(Explain when and how the institution plan to assess/evaluate the degree program. Indicate the following: the review cycle for the program; when the institution will conduct reviews; who will conduct the reviews; in what year will the first institutional level review occur; and in what year will the Board of Visitors review the program, if applicable.)

Benchmarks of Success
(List the benchmarks (include numeric) by which the program will be deemed successful and when they will be applied. Describe what the institution will do if the program does not meet the benchmarks. The benchmarks may include, job placement and time frame, acceptance into graduate studies, satisfaction of employers with the program, and satisfaction of graduates with the program.)

Rationale for Proposed Merged Degree Program
(Why is the proposed new merged degree program needed? What is occurring at the institution that is requiring the merged program? What is occurring in industry or society that is requiring the merged program? Sources for support should be quoted and cited. As an appendix item, include letters of support if applicable.)

Student Demand
(Is the merged program addressing student demand? If yes, explain and provide data. Indicate whether enrollment in the merged program will be consistent with enrollment in the programs that are merged. Will there be an increase in student enrollment as a result of the merged program? How will additional students impact resources? Indicate whether existing faculty resources will be adequate to support the merged program. Complete the SCHEV “SUMMARY OF PROJECTED ENROLLMENTS IN THE PROPOSED PROGRAM” form. Include information to indicate what Assumptions are being made.)

See the SCHEV policy ACADEMIC PROGRAMS AT PUBLIC INSTITUTIONS: POLICIES AND PROCEDURES FOR PROGRAM APPROVALS AND CHANGES for instructions and the SCHEV website for forms http://www.schev.edu/index/institutional/guidance-policies/academic-affairs-policy/state-level-requirements-for-approval-of-various-academic-program-actions-at-public-institutions

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Duplication
(Provide the name of the institution and the degree designation and name/title for all programs that are similar or related to the merged degree program. Indicate if the delivery format is the same as the merged program.)

Projected Resource Needs
(Provide an explanation for each category indicated on the “MERGED ACADEMIC DEGREE PROGRAM RESOURCE NEEDS” page. Complete the SCHEV “Projected number of FTE and other positions needed for the merged program” table. On the “Part D: Certification of Statement(s)” form, include a detailed explanation to address the following statements:
1. Describe the funding to support the proposed merged program and the anticipated effect of any allocation and/or reallocation of funds and faculty within the identified funding source(s); and 2. The effects of any projected reallocation or savings of resources.)

Appendix
For appendix items, the following two appendix sections must be included. Include other appendix sections as needed to support the document. The appendices are paginated separately from the primary document. The Appendix section cover page is the last paginated page of the primary document.

Appendix A
Sample of Plan of Study (Fulltime student and part-time student, if applicable)

Appendix B
Course Descriptions

See the SCHEV policy ACADEMIC PROGRAMS AT PUBLIC INSTITUTIONS: POLICIES AND PROCEDURES FOR PROGRAM APPROVALS AND CHANGES for instructions and the SCHEV website for forms http://www.schev.edu/index/institutional/guidance-policies/academic-affairs-policy/state-level-requirements-for-approval-of-various-academic-program-actions-at-public-institutions

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