Program Approvals and Program Modifications

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Notice:

- The information provided within this presentation is to assist persons who will complete an <u>Application for New Program Approval</u> form, or a <u>Notification of Program Modification</u> form. It is of necessity abbreviated at times. If there is any conflict between any language within this presentation and the Code of Virginia or the Virginia Administrative Code (rules), then the rules will prevail.

§ 23.1-227. Laws of the Commonwealth apply to contracts

- The laws of the Commonwealth govern any agreement, (or) contract, ...executed between a postsecondary school and any person who enrolls in any course or program ...

"Postsecondary School"

- "**Postsecondary school**" means any institution of higher education or non-college degree school offering formal instructional programs with a curriculum designed primarily for students who have completed the requirements for a high school diploma or its equivalent.

  - "*Postsecondary school*" includes programs of academic, vocational, and continuing professional education.

"What is a *program,* anyway?"

- SCHEV has established minimal standards for postsecondary schools that includes standards for educational programs.

    - A "<u>Program</u>" means a curriculum or course of study in a discipline or interdisciplinary area that leads to a degree or certificate.

    - "<u>Program area</u>" means a general group of disciplines in which one or more programs may be offered.

New Program + Other Requirements

- An **Out-of-State** Institution of Higher Education must provide verification that:
  - The institution is fully accredited by an accrediting agency recognized by the U.S. Department of Education
  - All courses, degrees, or certificates offered at any location in Virginia must also be offered at an out-of-state campus of the institution or school
  - All credits earned at any location in Virginia are transferable to an out-of-state campus of the institution or school

Programs at a new or additional level

All postsecondary schools must seek approval from SCHEV in order to:

- Initiate other programs for degree credit or award degrees or certificates at a new or additional level.

Program + Administrative Capability

- ## Administrative Capability

  - Maintains or has access to all records and accounts;

  - Has an administrator;

  - **<u>Offers courses that consist of a large number of unit subjects that comprise a program of education or a set curriculum large enough to allow pursuit on a continuing basis;</u>** and

  - Provides student services, including but not limited to financial aid, admissions, career placement assistance, or registration.

New Program – Credential

- **Certificate:** The credential awarded by a school upon the successful completion of a program that consists of one or more technical courses, usually completed in less than 26 weeks, normally with a single skill objective.
- **Diploma:** An award that represents a level of educational attainment below the associate degree level that normally consists of up to 1,500 clock hours.
- **Degree:** Any earned award at the associate, baccalaureate, graduate, first professional, or specialist levels that represents satisfactory completion of the requirements of a program or course of study or instruction beyond the secondary school level.

When an Institution of Higher Education submits a new program application, the institution certifies that:

- All instructional courses for degree credit will satisfy the minimum contact hour requirement.
- Elective and required courses will be offered on a schedule that enables both full-time and part-time students to complete the program .
- Instructional faculty will hold either full-time, part-time, or adjunct appointments.
- A qualified instructor will teach each course;
- A qualified academic advisor will be available to meet the concerns of the student
- Continual curriculum development and oversight for each major and concentration will be maintained; and
- A program director is named and designated to oversee each program area.
- A plan is in place that ensures interaction between student and faculty.

Program Requirement

- ## Career-Technical Schools

  - The program, courses, curriculum and instruction must be of the quality, content and length to adequately achieve the stated objective.

    - Programs of study must conform to state, federal, trade, or manufacturing standards of training for the occupational fields in which such standards have been established or programs of study must conform to the recognized training practices in those fields.

Program Requirement

- ## Institution of Higher Education

  - The program, course, curriculum, and instruction must be of the quality, content, and length to adequately achieve the stated objective.

  - The program must meet the generally accepted minimum number of semester credit hours or quarter credit hours required to complete a standard college degree.

  - A proposed program will be evaluated by the standards of similar programs in public or private postsecondary institutions.

Program Names

- Program names must adhere to the *Classification of Instructional Programs* (CIP) taxonomy maintained by the National Center for Education Statistics.
  - SCHEV may apply a presumption of compliance with naming criteria if the school has complied with an accreditation standard directed to the same subject matter as the naming criteria.
    - SCHEV need not apply this presumption if the accreditation standard is deficient in satisfying the identified taxonomic naming scheme.

Duration of a program

- The elective and required courses for each program are offered on a schedule and in a sequence that enables both full-time and part-time students to complete the program in a reasonable period of time.

  - Certificate: usually completed in less than 26 weeks

  - Diploma: Usually completed in 1500 clock hours or less

  - Associate of Occupational Science (AOS): At least 60 semester hours or 90 QCH
    Associate of Applied Science (AAS): At least 60 semester hour or 90 QCH

  - University Parallel Associate degree (AA/AS): At least 60 semester hour or 90 QCH

  - Bachelor's degree (BA/BS): At least 120 semester hours or 180 QCH

  - Master's degree (MA/MS): At least 30 semester hours or 45 quarter credit hours

  - Doctoral degree: At least 90 semester hours or 135 quarter credit hours

Program Objective/Description

- All postsecondary schools must provide a description of the proposed program:

  - This will include the **academic objectives** or **career-technical objectives** of the proposed program, **course descriptions**, a statement concerning the **type of credential awarded**, the **number of hours of instruction** in each subject and **total number of hours required** for: program completion, and course completion.

- The educational objectives for each program or course must be clearly defined, simply stated, and achievable.

Internship or Clinical Experience

- Attach copies of agreements between the school and all clinical sites if the program requires students to complete a clinical experience.
- The school must attach its <u>Professional Training Policy</u> if the program requires an Internship, Externship, or Production Work.

Standard Occupational Classification

- The Standard Occupational Classification (SOC) system is a federal statistical standard used by federal and state agencies to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data.

- https://www.onetonline.org/crosswalk/

PROGRAM MODIFICATIONS

- ## Modifications to Existing Programs
    - When do you need to submit a <u>Notification of Program Modification</u> form?
        - When you need to modify the *program name*
        - When you need to modify the *program CIP Code*
        - When you need to modify the *program duration*

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Program Name - Modification

- You must provide the <u>Current Name</u> of the program, and the newly <u>Proposed Name</u> of the program.

  - You must also provide a descriptive statement explaining why the program name change is warranted.

    - Program names must adhere to the *Classification of Instructional Programs* (CIP) taxonomy maintained by the National Center for Education Statistics.

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Program CIP Code - Modification

- You must provide the <u>Current CIP Code</u> of the program, and the <u>Proposed CIP Code</u> of the program.

  - You must also provide a descriptive statement explaining why the program CIP Code change is warranted.

Program Duration - Modification

- You must provide the current duration of the program, and the proposed new duration of the program.

  - With a descriptive statement explaining why the program duration change is warranted.

Prohibited acts

- Certified schools shall not enter into any agreement to deliver or develop courses or programs of study in Virginia with noncertified postsecondary schools.

  - Noncertified postsecondary schools that seek to establish a postsecondary education consortium, agreement, partnership, or other similar arrangement with an existing certified postsecondary school must become certified to operate prior to engaging in postsecondary education activities within the Commonwealth of Virginia.

Prohibited Acts continued

- Presenting to prospective students, either at the time of solicitation or enrollment, or through advertising, mail circulars, or telephone solicitation, **misleading, deceptive, false, or fraudulent information relating to any program, employment opportunity, or opportunities for enrollment after entering or completing programs offered by the school.**
- Failure to provide or maintain premises or equipment for offering programs in a safe and sanitary condition as required by law or by state regulations or local ordinances.
- Employment of enrolled students in any commercial activity from which the school derives revenue without reasonable remuneration to the students unless the students are engaging in activities that are an integral component of their educational program.
- Offering training or programs other than those acknowledged by SCHEV.

Duplication of Effort

- In considering a school's <u>Application for New Program Approval</u> form, or <u>Notification of Program Modification</u> form, SCHEV will not take into account either duplication of effort by public and private schools in Virginia or need within the Commonwealth for the program of study for which approval is sought.

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Questions?

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