

SCHEV Modified Degree Program Document Format/Order of Section Headings

The following is a guide to format the modified degree program document submitted to SCHEV. Key section headings are provided. The parenthetical information gives guidance for text/explanation narrative and is not included in the formal document submitted to SCHEV.

Note: All of the headings provided below may not be needed or used for simple modifications. For simple and substantial modifications, additional headings (e.g., accreditation, advisory board, on-line delivery, title change, licensure qualifying option) may be needed to provide additional and/or information specific to the degree program and the modification. Institutions should add additional headings/sections to address such information when applicable.

Background

(Indicate whether the request is simple (reported) or substantial (request for approval) and what is being proposed. Include the location/administration unit of the modified program and the initiation date (semester/year). Provide specific information detailing the purpose of the modified 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 modification can be provided; however, the explanation is not the rationale to justify the proposed modification. Please address the rationale/justification for the modification under the heading, “Rationale for the Proposed Program.”)

Modified Degree Program

(What modifications have been made? Include a comparison table to show the curriculum required for the existing degree program and the curriculum required for the modified degree program. Include the SCHEV approved degree title for the existing degree and the title for proposed modified degree if a title change is requested. Denote any new courses or course changes (e.g., course title, designator.)

Curriculum

(Indicate the total number of credit hours required for the degree program. Provide an explanation of the modified curriculum to include: areas of emphasis and program strengths and specific aspects of core curriculum and new content from additional coursework. A detailed description of the curriculum must be included and formatted to show the core or major courses and other specific areas (e.g., general education, research, methods courses, restricted electives, practicum, internship, capstone, additional required courses). If adding a sub area (concentrations, areas of emphasis, focus areas, majors, options, or tracks), include a description of the focus/purpose and the courses required. Explain the impact on the curriculum for credit hour change and on graduation. Indicate new courses. Include an appendix for a Sample Plan of

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>

SCHEV Modified Degree Program Document Format/Order of Section Headings

Study for fulltime and part-time students and, an appendix for course descriptions of required core courses, restrictive electives, and required courses in concentrations, tracks, options, and focus areas, if applicable.)

Student Learning Outcomes

(Provide information to address the following: student learning outcomes (knowledge and skills) graduates are expected to achieve; 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

(Include a bulleted list what graduates will be able "to do" on a job. Skills should be appropriate to the curriculum of the modified program and degree level of the program.)

Rationale for Proposed Modified Degree Program

(Why is the new modified degree program needed? What is occurring in industry or society that is requiring the modified program? Sources for support should be quoted and cited.)

Student Projected Enrollment

(Is the modified proposal addressing student demand? Will there be an increase in student enrollment as a result of the modified program? How will additional students impact resources? Complete the SCHEV "SUMMARY OF PROJECTED ENROLLMENTS IN THE PROPOSED DEGREE PROGRAM" form. Include information to indicate what assumptions are being made.)

Duplication

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

Projected Resource Needs

(Provide an explanation for each category indicated in Section III.C.2vi on page 23 of the policy, and complete "Projected Resource Needs for the Proposed Program" Part A, Part B and C, and "Part D: Certification of Statement(s)" form. Explain resources for each "Funding Source" and include a detailed explanation to address the following statements: 1. Describe the funding to support the proposed modified degree 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.)

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>

SCHEV Modified Degree Program Document Format/Order of Section Headings

Appendix The appendix cover page is the last paginated page of the primary document. The appendix items use different pagination or include a cover page for each appendix item. Typically, items are included in the appendix in the order as presented in the document. However, if a publication is cited in the Background section and an excerpt is needed, please label and include the excerpt as a final appendix item.

Appendix A (required appendix item)

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

Note: Appendix A may be used for a list of advisory board members.

Appendix B (required appendix item)

Course Descriptions (for all required courses – core and sub areas, if applicable)

Appendix C and other appendices

Support documentation (e.g., accreditation standards particularly for the curriculum, clinical sites list, and/or publications not accessible via the internet use to support the Rationale or noted in Background.)

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>