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 does not have to be included in the formal document submitted to SCHEV.

**Note:** Additional headings may be needed to provide additional and/or specific information to the proposal. For example, accreditation, advisory board, on-line delivery, title change, licensure or qualifying option may be needed to provide additional and/or information specific to the merged degree program.

**Background**

(Include the location/administration unit of the existing degree programs and new merged degree program and the initiation date (semester/year). 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 can 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**

(Include degree designation, SCHEV approved degree title for both degree programs, and CIP code. The Intent to Discontinue documentation for each degree program being discontinued must be submitted at the same time the Merger documents are submitted.)

**Curriculum**

(Full curriculum requirements of the new merged degree program. Include a description of the curriculum, program strengths, all required courses including, core courses and major, concentration, option, emphasis, focus areas, or tracks. 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 concentrations, tracks, options, and focus areas, if applicable.)

**Student Learning Outcomes**

(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.)

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](http://www.schev.edu/index/institutional/guidance-policies/academic-affairs-policy/state-level-requirements-for-approval-of-various-academic-program-actions-at-public-institutions)
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 Merger
(Why is the merger needed?/Why is the proposed new merged degree program needed?)

Student Projected Enrollment
(Complete the SCHEV “SUMMARY OF PROJECTED ENROLLMENTS IN THE MERGED PROGRAM” form. Include information to indicate what Assumptions are being made.)

Resources
(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.)

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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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