

## **SCHEV Merger Document Format/Order of Section Headings**

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. The parenthetical information does not represent the totality of information included in the proposal document.

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

### **Background**

(Indicate the institution's legal name, the nature of the request, the degree designation and degree name of the new merged degree program, the location/administration unit of the merged degree program. Indicate the proposed initiation date (semester/year).

Provide specific information detailing the purpose of the merged program, and the focus/intent of the degree program and curriculum. Indicate what graduates of the degree program are needed to do/address.

Provide a background narrative to succinctly summarize and describe the history of actions taken to determine whether the merger should be requested. The narrative should describe referenced actions in chronological order. The narrative should describe referenced actions in chronological order and indicate dates and/or time frames, personnel–position title only, and what occurred. If any campus committees approved the merger, committee names and dates of approval should be indicated in each case. Note: the background narrative is not the rationale to justify the proposed merger. Statements about the rationales (results or outcomes of actions) or justifications for the proposed merger—including rationales adopted by decision-making committees or other bodies—should be communicated under the heading, “Rationale for the Proposed Program.”)

### **Degree Programs to be Discontinued**

(Indicate the SCHEV approved degree designation, program name, 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**

(Indicate the degree designation and program name of the degree program and the total number of credit hours required for the degree program. Indicate subareas offered, if applicable. Indicate an experiential requirement and/or capstone.

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 <https://schev.edu/index/institutional/guidance-policies/academic-affairs-policy/approval-of-program-actions>

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Provide a summary/explanation of the curriculum to include program strengths and specific aspects of core curriculum and content from additional coursework, if applicable. A detailed description of the curriculum must be included and formatted to show program requirements including the core courses and other specific areas (e.g., general education, research, methods courses, restricted electives, practicum, internship, capstone, additional required courses). If sub areas (concentrations, areas of emphasis, focus areas, majors, options, specialization, or tracks) are offered, include a summarized description of the focus/purpose of the sub area and the courses required. Indicate 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 courses in sub areas, if applicable.) **Note:** The program's curriculum must meet SCHEV requirements as indicated on pages 5 and 25-26 of SCHEV's Program Approvals and Changes policy.

### **Student Learning Assessment**

((Indicate the degree designation name and program name. Provide a brief summary of the methods that will be used to assess student learning; indicate how capstone coursework or experiential requirements will be used to assess student learning. Include a bulleted list of student learning outcomes (knowledge and skills) students are expected to achieve and graduates demonstrate; provide a curriculum map to show when (which core and required courses) and how the institutions plan to assess student learning. If the curriculum includes sub areas, learning outcomes should be provided for each sub area. The information is not provided in the curriculum map.)

### **Employment Skills**

(Include a bulleted list of what graduates will be able "to do" on a job. Skills and abilities should be appropriate to the curriculum and degree level of 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, if applicable? What is occurring in industry 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

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resources will be adequate to support the merged program. 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 degree designation and name for all degree programs that are similar or related to the merged degree program. Indicate if the delivery format is the same as the merged degree program.)

### **Projected Resource Needs**

(Provide an explanation for each topic category as indicated in the SCHEV “Program Approvals and Changes” policy. Complete the “**Projected Positions for the Merged Program**” form. Complete the “Cost and Funding Sources to Initiate and Operate the Program” form. Complete the “Modification and Merged Program Certification Statement” form. Describe the anticipated effect of any allocation and/or reallocation of funds and faculty within identified funding source(s) and the effects of any projected reallocation or savings of resources, if applicable.)

### **Appendix**

The appendix cover page is the last paginated page of the primary document. The appendix items are paginated separately from the primary document and paginated specific to each appendix item. A cover page is used only for appendix items that include original documents (e.g., accreditation documents, publications, letters of support). Typically, items are included in the appendix in the order as presented in the document. However, if a publication is quoted in the Background or Justification section and the document (or an excerpt) needs to be included as an appendix item, include the document as a final appendix item. Multiple publications require a separate appendix for each document.

Appendix A (required appendix item)

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

Appendix B (required appendix item)

Course Descriptions (For all courses including: core courses, required courses, sub area courses, and restricted elective courses. Note, if the list of courses for restrictive elective courses exceeds 15 courses, provide a note to indicate such and that course descriptions are available in the institution’s catalog. Course descriptions for all new courses must be included and all new courses are indicated with an asterisk. All course descriptions must be official course descriptions.)

Appendix C and other appendices

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Support documentation (e.g., accreditation standards for the curriculum, clinical/practicum sites list, student surveys, and/or publications not accessible via the internet and quoted to support the Justification or quoted in Background). All such appendix items must have an appropriately titled cover page with a link to the source of the document, if applicable; the original document is provided after the cover page.)

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