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

Note: All of the headings provided below may not be needed or used for modifications. Additional headings (e.g., accreditation, admission criteria, advisory board, delivery format, 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.

For a modification to the degree program delivery format, contact SCHEV staff for guidance.

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

Indicate the specific modification(s) requested. 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.

Provide a background narrative to succinctly summarize and describe the history of actions taken to determine whether a modification should be requested. The narrative should describe referenced actions in chronological order. If any campus committees approved the modification, committee names and dates of approval should be indicated in each case. Note: the background narrative is not the rationale to justify the proposed modification. Statements about the rationales or justifications for the proposed modification—including rationales adopted by decision-making committees or other bodies—should be communicated under the heading, "Rationale for the Proposed Program.")

Modified Degree Program
(What modifications have been made? Narrative should describe the specific modification as indicated in the SCHEV policy (see page 8-9 of the policy). Include a comparison chart to show the curriculum required for the existing degree program and the curriculum required for the modified degree program. Include the SCHEV approved degree/certificate designation and program name for the existing degree and the degree/certificate designation and program name for proposed modified degree. Denote any new courses or course changes (e.g., course name, designator). As an appendix item, include narrative to describe specific, relevant changes/modifications to core and required courses. Such changes include course designator/prefix, name or number, and content—particularly when such changes result in a

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change to the purpose or focus of the program—and program requirements (e.g., exams, experiential learning requirements, pass/fail capstone options). The narrative should be organized by headings that indicate the area (e.g., core courses, required courses, exams, internship, thesis, non-thesis project) of the change/modification. The appendix is referenced in the end of the section. **Note:** The purpose of the appendix narrative is not to detail every simple change that has occurred, but to give a clear portrayal of the totality of relevant changes to the curriculum, and scope and purpose of the program, if applicable. The amount and level of detail should be calibrated accordingly.

Curriculum

(Indicate the degree designation and program name of the modified 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.

Provide a summary/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 program requirements including 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 offering or adding a sub area (concentrations, areas of emphasis, focus areas, majors, options, specialization, or tracks), include a summarized 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 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.) **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 of the modified program and degree level of the program.)

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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 Demand
(Is the modified proposal addressing student demand? Will there be an increase in student enrollment as a result of the modified program? Indicate the anticipated number of students. How will additional students impact faculty 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 degree designation and name for degree 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 topic category as indicated in the SCHEV "Program Approvals and Changes" policy. Complete the "Cost and Funding Sources to Initiate and Operate the Program" form. Complete the "Modification and Merged Program Certification Statement" form.

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 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

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descriptions.)

Appendix C and other appendices
Support documentation (e.g., accreditation standards for the curriculum, clinical/practicum sites list, and/or publications not accessible via the internet and quoted to support the Rationale 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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