

**Radford University**  
**Steps to be Followed for the Recommendation, Review and Comment, and Approval for Curricular Changes**

Action	Dept Curriculum Comm	Dept Chair	College Curriculum Comm	College Dean	Program Review Comm	Professional Education Comm	General Education Advisory Comm	Faculty Senate	SGA	Undergraduate Curriculum and Catalog Review Comm	Graduate Affairs Council	Grad Dean	Provost	President	BOV	SCHEV	SACS-COC Distributive Education
Propose a New Undergraduate Degree Program	1 R	2 R	4 R	5 R		6 R <sup>1</sup>		7 C	8 C	9 R			10 R	11 R	12 A	13 A	3 C & final if substantive change
Propose a New Graduate Degree Program	1 R	2 R	4 R	5 R		6 R <sup>1</sup>		7 C	8 C		9 R	10 R	11 R	12 R	13 A	14 A	3 C & final if substantive change
Propose a degree program in totally New Undergraduate area	1 R	2 R	4 R	5 R		6 R <sup>1</sup>		7 C	8 C	9 R			10 R	11 R	12 A	13 A	3 C & final. Requires site visit & application if new degree level, or prospectus if expansion at highest degree level (Level 5)
Propose a degree program in totally New Graduate area (e.g., DPT, MOT, Pharm.D.)	1 R	2 R	4 R	5 R		6 R <sup>1</sup>		7 C	8 C		9 R	10 R	11 R	12 R	13 A	14 A	3 C & final. Requires site visit & application if new degree level, or prospectus if expansion at highest degree level (Level 5)
Propose Graduate Course Change	1 R	2 R	3 R	4 R		5 R <sup>1</sup>					6 R	7 R	8 A				
Propose Undergraduate Course Change	1 R	2 R	3 R	4 R		5 R <sup>1</sup>	6 R <sup>1</sup>			7 R			8 A				

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Propose a New Undergraduate Minor	1 R	2 R	4 R	5 R						6 R			7 A				3 C - Final only if minor involves courses not already part of an approved program
Propose a New Undergraduate Certificate	1 R	2 R	4 R	5 R		6 R <sup>1</sup>		7 C	8 C	9 R			10 R	11 A			3 C & final if substantive change
Propose a New Graduate Certificate	1 R	2 R	4 R	5 R		6 R <sup>1</sup>		7 C	8 C		9 R	10 R	11 R	12 A			3 C & final if substantive change
Propose a concentration in existing Undergraduate degree or certificate program	1 R	2 R	4 R	5 R						6 C			7 A				3 C if concentration consists of coursework not already part of an approved program
Propose a concentration in existing Graduate degree or certificate program	1 R	2 R	4 R	5 R							6 R	7 R	8 A				3 C if concentration consists of coursework not already part of an approved program

**Legend: R = Recommend C = Review & Comment A = Approve N = Notify <sup>1</sup> = If applicable**

<sup>1</sup> (a) Any of these actions may be initiated at any level, but must then follow the appropriate curricular review process; (b) Any program that will have budget implications or require additional resources must be reviewed by the appropriate Dean(s) and the Provost prior to beginning the curricular review process; (c) Programs involving more than one unit must involve the appropriate chairs, directors and deans in the initial discussions of program development; (4) Any new program that is not currently offered, is to offered at an alternative site or through alternative delivery models must be reviewed by the SACS/COC liaison and the Distributed Learning director before it is sent from the department chair to the dean.

**Radford University**  
**Steps to be Followed for the Recommendation, Review and Comment, and Approval for Restructuring**

Action	Department Curriculum Comm	Dept Chair	College Curriculum Comm	College Dean	Program Review Comm	Professional Education Comm	General Education Advisory Comm	Faculty Senate	SGA	Undergraduate Curriculum and Catalog Review Comm	Graduate Affairs Council	Grad Dean	Provost	President	BOV	SCHEV	SACS-COC Distributive Education
Changes to Core Curriculum	1 R	2 R	4 R	5 R			6 R	7 C	8 C	9 R			10 R	11 R	12 A		3 C
Propose or modify entry requirements into an UG degree program	1 R	2 R	3 R	4 R				5 C	6 C	7 R			8 R	9 A			
Propose or modify entry requirements into a GR degree program	1 R	2 R	3 R	4 R		5 R <sup>1</sup>		6 C	7 C		8 C		9 R	10 A			
Change requirements in existing degree or certificate programs	1 R	2 R	4 R	5 R			6 R <sup>1</sup>	7 C	8 C	9 R			10 R	11 A			3 C & final if changes constitute substantive change or significant departure from existing program
Rename a degree or certificate program	1 R	2 R	3 R	4 R		5 R <sup>1</sup>		6 C	7 C	8 R	9 C		10 R	11 R	12 A	13 N	
Change significantly the length to degree of a program	1 R	2 R	4 R	5 R		6 R <sup>1</sup>		7 C	8 C	9 R	10 C		11 R	12 A	13 A	14 A	ASAP 3 C & final. Requires SACS Approval before implementation
Change significantly an Articulation Agreement with a VCCS institution		1 R		3 R									4 R	5 A			2 R

Action <sup>2</sup>	Department Curriculum Comm	Dept Chair	College Curriculum Comm	College Dean	Program Review Comm	Professional Education Comm	General Education Advisory Comm	Faculty Senate	SGA	Undergraduate Curriculum and Catalog Review Comm	Graduate Affairs Council	Grad Dean	Provost	President	BOV	SCHEV	SACS-COC Distributive Education
Change significantly an agreement with an International Education Partner Institution		1 R		3 R									4 R	5 A			2 R

**Legend: R = Recommend C = Review & Comment A = Approve N = Notify <sup>1</sup> = If applicable**

<sup>2</sup> a) Any of these actions may be initiated at any level, but must then follow the appropriate process for the specific restructuring action; (b) Any restructuring that will have budget implications or require additional resources must be reviewed by the appropriate Dean(s) and the Provost prior to beginning the restructuring process; (c) Restructuring involving more than one unit must involve the appropriate chairs, directors and deans in the initial discussions of program development; (4) Any restructuring involving off-site locations, length of degree programs alternative delivery models, consortia, or partnerships must be reviewed by the SACS/COC liaison and the Distributed Learning director before it is sent from the department chair to the dean to determine if it constitutes a substantive change that must be approved or reported to SACS.

**Radford University**  
**Steps to be Followed for the Recommendation, Review and Comment, and Approval for Organizational Changes**

Action	Dept Curriculum Comm	Dept Chair	College Curriculum Comm	College Dean	Program Review Comm	Professional Education Comm	General Education Advisory Comm	Faculty Senate	SGA	Undergraduate Curriculum and Catalog Review Comm	Graduate Affairs Council	Grad Dean	Provost	President	BOV	SCHEV	SACS-COC Distributive Education
Propose a new department, school, or college	1 R	2 R		3 R				4 C	5 C		6 R		7 A	8 A	9 A	10 N	No, unless creation of new degrees or curricular changes
Eliminate an existing department, school, or college	1 R	2 R		3 R				4 R	5 C	6 N	7 N		8 A	9 A	10 A	11 N	No, unless creation of new degrees or curricular changes
Separate existing discipline degrees within a Department to separate departments or other academic units	1 R	2 R	3 R	4 R		5 R		6 R	7 C	8 N	9 N		10 A	11 A	12 A	13 N	No
Split an existing College into new academic units	1 R	2 R	3 R	4 R		5 R		6 R	7 C	8 N	9 N		10 A	11 A	12 A	13 N	No
Merge degree Programs	1 R	2 R	4 R	5 R				6 R	7 C	8 N	9 N		10 A	11 A	12 A	13 A	3 C & final as this may involve substantive change
Merge Departments	1 R	2 R	3 R	4 R		5 R		6 R	7 C	8 N	9 N		10 A	11 A	12 A	13 N	No
Rename a Department, School, College	1 R	1 R		1 R		1 R	1 R			1 R	1 R	1 R	9 A	10 A	11 A	12 N	
Create a College Institute or Center	1 R	2 R	4 R	5 R				6 R		7 R	8 R	1 R	9 A	10 A	11 A	12 N	3 C & final if instruction is to occur at an alternative site

Action*	Dept Curriculum Comm	Dept Chair	College Curriculum Comm	College Dean	Program Review Comm	Professional Education Comm	General Education Advisory Comm	Faculty Senate	SGA	Undergraduate Curriculum and Catalog Review Comm	Graduate Affairs Council	Grad Dean	Provost	President	BOV	SCHEV	SACS-COC Distributive Education
Create a University Institute or Center	1 R	1 R		1 R		1 R	1 R			1 R	1 R	1 R	9 A	10 A	11 A	12 N	3 C & final if instruction is to occur at an alternative site
Initiate off-campus sites where students will not be able to obtain 50% of the credits toward a degree or certificate[1]	1 R	2 R	4 R	5 R		6 R		7 R	8 C	9 R	10 R		11 A	12 A	13 A	14 N	3 C & final because in some cases it requires notification but not approval from SACS
Initiate off-campus sites where students can obtain 50% or more credits toward a degree or certificate	1 R	2 R	4 R	5 R		6 R		7 R	8 C	9 R	11 R		11 A	12 A	13 A	14 N	3 C & final. This is a substantive change that requires prior approval & site visit up to a certain number
Initiate or expanding distance-learning programs offered electronically	1 R	2 R	4 R	5 R		6 R		7 R	8 C	9 R	12 R		11 A	12 A	13 A	14 N	3 C & final. May require notification or substantive change approval, depending on program & mode of delivery
Initiate existing programs/courses delivered through contractual agreement or consortium	1 R	2 R	4 R	5 R		6 R		7 R	8 C	9 R	13 R		11 A	12 A	13 A	14 N	3 C & final. Substantive Change that requires notification and/or approval depending on specific arrangements

Action*	Dept Curriculum Comm	Dept Chair	College Curriculum Comm	College Dean	Program Review Comm	Professional Education Comm	General Education Advisory Comm	Faculty Senate	SGA	Undergraduate Curriculum and Catalog Review Comm	Graduate Affairs Council	Grad Dean	Provost	President	BOV	SCHEV	SACS-COC Distributive Education
Initiate existing programs/courses delivered through contractual agreement or consortium	1 R	2 R	4 R	5 R		6 R		7 R	8 C	9 R	14 R		11 A	12 A	13 A	14 N	3 C & final. Substantive Change that requires notification and/or approval depending on specific arrangements

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**[1]** Many proposals for distance education also involve off-campus sites.

<sup>2</sup> a) Any of these actions may be initiated at any level, but must then follow the appropriate process for the specific organizational change; (b) Any organizational change that will have budget implications or require additional resources must be reviewed by the appropriate Dean(s) and the Provost prior to beginning the restructuring process; (c) Organizational changes involving more than one unit must involve the appropriate chairs, directors and deans in the initial discussions of program development; (4) Any organizational change involving off-site locations, length of degree programs alternative delivery models, consortia, or partnerships must be reviewed by the SACS/COC liaison and the Distributed Learning director before it is sent from the department chair to the dean to determine if it constitutes a substantive change that must be approved or reported to SACS.

**Radford University**  
**Steps to be Followed for the Recommendation, Review and Comment, and Approval for Suspension or Discontinuance**

Action*	Dept Curriculum Comm	Dept Chair	College Curriculum Comm	College Dean	Program Review Comm	Professional Education Comm	General Education Advisory Comm	Faculty Senate	SGA	Undergraduate Curriculum and Catalog Review Comm	Graduate Affairs Council	Grad Dean	Provost	President	BOV	SCHEV	SACS-COC Distributive Education
Discontinue an Undergraduate Degree Program	1 R	2 R	3 R	4 R				5 C	6 C	7 C			8 R	9 R	10 A	11 A	Final for teach out verification
Discontinue a Graduate Degree Program	1 R	2 R	3 R	4 R		5 R		6 C			7 R		8 R	9 R	10 A	11 A	Final for teach out verification
Suspend Enrollments in existing Undergraduate Degree Program	1 R	2 R	3 R	4 R				5 C	6 C	7 C			8 R	9 R		10 N	Final for teach out verification
Suspend Enrollments in Existing Graduate Degree Program	1 R	2 R	3 R	4 R		5 R		6 C			7 R		8 R	9 R		10 N	Final for teach out verification
Discontinue a concentration in existing Undergraduate degree or certificate program	1 R	2 R	3 R	4 R				5 C	6 C	7 C			8 A			9 N	
Discontinue a concentration in existing Graduate degree or certificate program	1 R	2 R	3 R	4 R		5 R		6 C			7 R		8 A			9 N	



Action <sup>2</sup>	Dept Curriculum Comm	Dept Chair	College Curriculum Comm	College Dean	Program Review Comm	Professional Education Comm	General Education Advisory Comm	Faculty Senate	SGA	Undergraduate Curriculum and Catalog Review Comm	Graduate Affairs Council	Grad Dean	Provost	President	BOV	SCHEV	SACS-COC Distributive Education
Discontinue an Articulation Agreement with a VCCS institution		1 R		3 R									4 R	5 A			2 R
Discontinue an agreement with an International Education Partner Institution		1 R		3 R									4 R	5 A			2 R

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<sup>2</sup> (a) Any of these actions may be initiated at any level, but must then follow the appropriate process for the specific action; (b) Any action that will have budget implications or require additional resources must be reviewed by the appropriate Dean(s) and the Provost prior to beginning the restructuring process; (c) Actions involving more than one unit must involve the appropriate chairs, directors and deans in the initial discussions of program development; (4) Any discontinuance of a program must be reviewed by the SACS/COC liaison prior to discontinuance so that SACS can be assured of an appropriate teach-out agreement.



## APPENDIX A<sup>1</sup>

### Southern Association of Colleges and Schools Commission on Colleges Reporting Timelines for Substantive Change

Below is a graph which lists the types of substantive change, indicates whether prior approval or prior notification is required, and states the deadline for Commission notification. See definitions for a link to SACS-COC policy and guidelines.

Type of Substantive Change	Prior Approval Required	Prior Notification Required	Time Frame for Contacting COC before initiating changes
Initiating programs at a more advanced degree level	YES	YES	12 months
Expanding at current degree level (departure from current programs)	YES	YES	Six months
Initiating programs at lower degree level	YES	YES	Six months
Initiating branch campus	YES	YES	Six months
Initiating off-campus sites (where student can obtain 50% or more credits toward a program)	YES	YES	Six months
Initiating off-campus sites (where student will not be able to obtain 50% or more credits toward a program)	NO	YES	Prior to implementation
Initiating or expanding distance learning programs offered electronically	YES	YES	See SACS procedural guidelines (address in "related documents," p. 4)
Initiating programs/courses delivered through contractual agreement or consortium	NO	YES	Prior to implementation
Initiating a merger/consolidation	YES	YES	Six months
Altering the education mission or objectives of the institution	YES	YES	Six months
Relocating a campus	NO	YES	Prior to implementation
Changing governance, ownership, or control	YES	YES	Six months
Changing significantly the length of a program	YES	YES	Six months

<sup>1</sup> Tables A, B, and C were from SCHEV and VCU change policies

**APPENDIX B**  
**STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA**  
**STATE-LEVEL REQUIREMENTS FOR APPROVAL OF VARIOUS ACADEMIC PROGRAM**  
**ACTIONS AT PUBLIC INSTITUTIONS**

Shaded actions require preparation of program proposals. Non-shaded actions require submission of designated forms and narrative statements. SCHEV's "Policies and Procedures for Program Approvals and Changes" contains definitions of these terms, specific policy statements, detailed instructions, and all requisite forms.

Academic Program Action Sought by Institution	State Level Requirement			
	Council Approval	SCHEV Staff Approval	Action Reported to SCHEV	No Action Required at State Level
New degree program <sup>1</sup>	YES			
Spin-Off Degree Program		YES		
First Professional Program <sup>1</sup>	YES			
Health Program <sup>1,2</sup>	YES			
Major, Concentration, Option, Emphasis, Focus, or Track				YES
Certificate			YES <sup>3</sup>	
C.A.G.S. or Ed.S. <sup>1</sup>	YES			
Program Merger		YES <sup>4,6</sup>		
Degree Designation Change		YES <sup>5</sup>		
Program Title Change		YES <sup>5</sup>		
CIP Code Change		YES <sup>5</sup>		
Program Discontinuance			YES <sup>6</sup>	

1. If a proposed academic program will elevate a public institution to a new degree level, then the institution must also seek approval to change its degree-level authority through the appropriate state procedures.
2. §23-9.10:1 The State Council of Higher Education is hereby designated the planning and coordinating agency for all post-secondary educational programs for all health professions and occupations.
3. Certificate programs must be reported using the "Program Proposal Cover Sheet."
4. Submit the "Format for Merging Academic Programs" cover sheet and requisite narrative statement.
5. Submit the "Format for Revising Academic Programs" cover sheet and requisite narrative statement.
6. Submit the "Notification of Discontinuance of an Academic Program" cover sheet and requisite narrative.

**APPENDIX C**

**State Council of Higher Education for Virginia  
LEVELS OF REQUIRED STATE ACTION  
FOR VARIOUS TYPES OF ORGANIZATIONAL CHANGES AT PUBLIC INSTITUTIONS**

This process chart was developed by SCHEV staff as a reference guide for public institutions seeking state action on organizational changes to academic structures. The Council's "Policies and Procedures for Internal and External Organizational Changes" contains definitions of these terms, specific policy statements, detailed procedures and instructions, and requisite forms. See Definitions for link to the complete policy and procedures.

<b>LEVEL OF REQUIRED STATE ACTION</b>	<b>Type of organizational change</b>	
	<b>"SIMPLE" ACADEMIC-STRUCTURE CHANGE</b>	<b>"COMPLEX" ACADEMIC-STRUCTURE CHANGE</b>
<b>NO STATE ACTION REQUIRED</b>	Any organizational change made below the departmental level or involving only personnel matters within existing organizational units above the departmental level, including the establishment of a "fully-exempt" off-campus site.	
<b>SCHEV STAFF MUST BE NOTIFIED IN WRITING</b>	Any organizational change at or above the departmental level (excluding personnel matters in units above the departmental level) that is to be made solely for the purposes of internal management, including the establishment of a "partially-exempt" off-campus instructional site.	
<b>COUNCIL MUST REVIEW AND APPROVE OR DISAPPROVE</b>		Any organizational change at or above the departmental level (excluding personnel matters in units above the departmental level) that is to be made for reasons other than simple internal management, including the establishment of a "non-exempt" off-campus instructional site.

