Undergraduate/ Graduate Program Approval Guidelines

The Office of the University Registrar has prepared this reference guide to assist faculty in preparing proposal packages for new, revised, and discontinued programs. Our goal is to move proposals as quickly as possible through the approval process while adhering to applicable University policies and standards. The guidelines provided apply to both undergraduate and graduate programs unless otherwise stated.

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Overview of Approval Process for
New/Revised/Discontinued Program Proposals

I. Determining < 20% Administrative Review vs. > 20% Governance Review

A. Items permitted for submission under < 20% Administrative Review:

- When the change is less than 20%, and

- Does not involve one of the listed items below that always requires governance.

B. For Undergraduate program requirements (i.e., degree/major/concentration/minor), to calculate the percentage of the amount of change:

- Compare the proposed program requirements to the latest approved program requirements

- Notate all changes

- Count the total number of program requirements* that changed

- Count the total number of program requirements*

- $\frac{\text{\# of total changes}}{\text{\# of total requirements}} \times 100 = \%$ of program change

C. *Requirements are defined as:

- Minimum hours required for the program

- Minimum overall GPA required for the program

- Minimum in-major GPA required for the program

- Courses used to calculate in-major GPA

- Language Study requirement needed for the program

- Pathways to General Education concepts 1-7 are considered 7 requirements

- Major requirements needed for the degree; this number will vary between majors

D. Items Always Requiring > 20% Governance Approval

- New degrees[#]/majors/concentrations/options/minors/graduate certificates[#]

- Discontinuation of degrees[#]/majors/concentrations/options/minors/graduate certificates[#]

- Undergraduate program or graduate program requirements with changes > 20%

- Changes to overall/in-major/minor GPA requirements (or adding such GPA requirements)

- Changes to the minimum hours required for the degree, minor, or certificate[#]

- Changes to required minimum grades for courses

- Restricted major/minor

- Creation or changes to satisfactory progress statements that go beyond those in PPM 91

- Significant or substantive changes to SCHEV common degree core*

- Program requirements that have not been reviewed within the previous 5 years*

- Degree Name Change[#]

- Department/School Name Change[#]

- Other concerns*

*Consultation required as determinations will be made on a case-by-case basis.

#Complete SCHEV documentation in parallel with the University Governance process (contact Dr. Noel Byrd, Associate Vice Provost for Degree Innovation and SCHEV Compliance, cnbyrd@vt.edu).

II. Program Approval Process

A. Administrative Review (< 20% Revision/Non-Governance)

- After the program proposal is approved by the respective College Curriculum Committee (CCC), the proposal package is uploaded into JIRA as a < 20% administrative revision. Each proposal package should be a separate JIRA ticket ("CM").

- The proposal package is screened by the Analysis & Services Unit in the Office of the University Registrar to ensure the revision qualifies as < 20% revision and is then approved, encoded, tested, and posted.

  o If deemed > 20% or includes one of the required Governance items, notification is returned to college for review through governance.

- For < 20% review related questions or to check the status of a proposal moving through the administrative review process, please contact Office of the University Registrar Analysis & Services Unit at 231-5091.

B. Requires Governance Review (New, > 20% Revision, Discontinuation)

- After the program proposal (new, > 20% revised, or discontinued) is approved by the respective CCC, the proposal package is uploaded into JIRA by the College Curriculum Coordinator and is available for 15-Day Review. 15-Day Review is the review period in which the University community can access CCC approved proposals. It begins on the first day of the second week of classes in Fall and Spring terms and only occurs when classes are in session (not during exams, holidays, etc.).

- During 15-Day Review, concerns, suggestions and comments on the proposal may be directed to the initiating college by the University faculty, staff, and/or Office of the University Registrar Academic Governance staff to address comments, recommendations, and/or compliance with University standards and policies.

- Responses to concerns, suggestions and/or comments to the proposal during the 15-Day Review period should be uploaded into JIRA in the form of a comment on the CM, an email, letter, or memo and directed to the initiating college curriculum coordinator and the Office of the University Registrar Academic Governance staff (AcadGov@vt.edu).

- Any major concern or objection should be resolved by the involved academic units before the proposal may move forward to the Undergraduate Curriculum Committee (UCC), Pathways General Education Curriculum Review Committee (PGECRC), or Graduate Curriculum Committee (GCC), as applicable. If major concern or objection cannot be resolved, representatives from each academic unit working to resolve the concerns will be invited to attend the committee meeting when the proposal is on the agenda. Each academic unit representative will be given the opportunity to present their college/department/school position to committee. Following this discussion, a majority vote for or against by the committee members will approve or decline approval the proposal.

- It is assumed that "no response" from the University community during the 15-Day Review period represents consent.

- After completion of the 15-Day Review recommendations, the proposal is forwarded to the UCC or PGECRC for undergraduate items, or GCC for graduate items.

- Following approval by UCC, PGECRC, or GCC, final approval is granted by either the Commission on Undergraduate Studies and Policies (CUSP) or the Commission on Graduate and Professional Studies and Policies (CGPSP) via approval of the Committee report for certain actions. Other actions (e.g., new or discontinued degree or major, new department/school) require a Resolution through CUSP/CGPSP to University Council and to the President. Additionally, some actions also require a parallel path of approval or notification to SCHEV.

- For governance related questions or to check the status of a proposal moving through the governance process, please contact Office of the University Registrar Academic Governance Staff at AcadGov@vt.edu.

Makeup of a Complete Program Proposal Package

I. Each program proposal package must include the following items:

A. Completed, signed, and dated "Coversheet – Proposal for New, Revised, and/or Discontinued Program" (Form).

B. Documentation (depending on proposal type as outlined below).

New Program

- Need for program: Educational value, program requirements/total credit hours required, market analysis, other relevant information.

- Whom program will serve: Number of students anticipated to enroll, demographics of students, benefit to students, benefit to Virginia Tech, career opportunities in the field, other relevant information.

- Resource needs: Funding, faculty, facilities, other department/school resources, library resources, other relevant information.

- Administration: Administrative department/school/college for program, first term and year to enroll, first term and year to graduate, any applicable transition plan, applicable grants, other relevant information.

Note: For a new degree, complete SCHEV documentation in parallel with the University Governance review/approval process (contact Dr. Noel Byrd, Associate Vice Provost for Degree Innovation and SCHEV Compliance, cnbyrd@vt.edu).

Revised Program

- Documentation summarizing revisions/changes.

- How these changes will be communicated to students.

- Include previously approved/stamped undergraduate program requirements or table presenting current and proposed graduate program requirements.

Notes: For a revised degree - change in total program credit hours or common degree core - complete SCHEV documentation in parallel with the University Governance process (contact Dr. Noel Byrd, Associate Vice Provost for Degree Innovation and SCHEV Compliance, cnbyrd@vt.edu).

A program revision determined to be < 20% should be uploaded into JIRA to the Office of the University Registrar for Administrative review/approval.

Discontinued Program

- Documentation to justify discontinuation of program.

- Include previously approved/stamped undergraduate program requirements or graduate program requirements.

- Transition/teach-out plan including below content, as applicable:

  o Number of students currently enrolled in the program.

  o Last term/year students will be allowed to enroll in program.

  o Last term/year to graduate in program, providing adequate time for enrolled students to complete.

  o How discontinuation of program will be communicated to students, faculty, and staff.

  o Consideration given to "stop-outs" - both voluntary and non-voluntary.

  o Transitioning returning students to different program upon return.

  o Any other considerations determined by college/department/school, as applicable.

  Note: For the discontinuation of a degree – complete SCHEV documentation in parallel with the University Governance review/approval process (contact Dr. Noel Byrd, Associate Vice Provost for Degree Innovation and SCHEV Compliance, cnbyrd@vt.edu).

C. Program Undergraduate or Graduate (current and proposed) requirements, as applicable.

D. Letter(s) of support.

- Include letter of support from Department Head/School Director or Designee presenting whether the offering or continued offering of the program will require or generate the need for additional departmental/school and/or University resources (e.g., faculty, library, space, and/or technical support).

- Include letter/e-mail of support to use another department's course to satisfy a new program requirement, or any additional non-departmental course added to satisfy a revised program requirement.

Notes:

Each version of the program proposal package uploaded into JIRA should be viewed as a stand-alone document and include each of the required proposal package items.

In support for similar proposal structure, please compile proposal package as outlined above in items A through D:

For example, the documents for an Undergraduate > 20 revision proposal would be ordered as...

- Coversheet

- Documentation of revision changes with notation of support from Department Head/School Director or designee

- Proposed program requirements

- Previously approved program requirements

- Letters of Support to use other department/school courses

Guidelines for Preparing Undergraduate and Graduate Program Proposals

I. Preparing "Coversheet – Proposal for New, Revised, and/or Discontinued Program"

General Information

Proposal Date
College/Department/School
Degree/Major/Major Concentration (Option)/Minor* or Graduate Certificate Name
    * Pathways Minor – Complete "*New and Revised Minor Proposal Form*" located at
    (https://www.pathways.prov.vt.edu/proposal-forms.html).

Proposal Action

- **New** – Undergraduate or Graduate Program.
- **Revised** – Undergraduate or Graduate Program (indicate whether revision is > 20% or < 20%).
- **Discontinued** – Undergraduate or Graduate Program.

Complete the following, as applicable:

A: Attach letter of support from Department Head/School Director or Designee presenting whether the offering or continued offering of the program will require or generate the need for additional departmental/school and/or University resources (e.g., faculty, library, space, and/or technical support).

B: Attach letters/emails of support from Departments/Schools and/or Colleges for any non-department courses listed to satisfy a new or revised program requirement.

Effective Catalog Academic Year (Student's date of entry catalog)

Check applicable box acknowledging that required documentation was included in proposal package:

New – Documentation to establish new program to include proposed 1st term/year to enroll and 1st term/year to graduate
    Note: For a new Degree – complete SCHEV documentation in parallel with the University Governance review/approval process (contact Dr. Noel Byrd, Associate Vice Provost for Degree Innovation and SCHEV Compliance, cnbyrd@vt.edu).

Revised – Summary of revision changes and previously approved/stamped Undergraduate Program Requirements or Graduate program requirements.
    Notes:
    ▪ For a program revision determined to be 20% or less revision – uploaded into JIRA to the Office of the University Registrar for Administrative review/approval (i.e., does not require 15- Day Review, UCC, CUSP, or CGPSP review/approval).
    ▪ For revised Degree (change in total program credit hours or common degree core) – complete SCHEV documentation in parallel with the University Governance process (contact Dr. Noel Byrd, Associate Vice Provost for Degree Innovation and SCHEV Compliance, cnbyrd@vt.edu).

Discontinued – Documentation to justify program discontinuation, teach-out plan, and previously approved program requirements to include last term/year to enroll and last term/year to graduate.
> *Note***:** For discontinued degree – complete SCHEV documentation in parallel with the University Governance review/approval process (contact Dr. Noel Byrd, Associate Vice Provost for Degree Innovation and SCHEV Compliance, cnbyrd@vt.edu).

Approval Signatures
- All signatures required for initial submission.
- If Coversheet needs to be revised during governance review process, add a revised Coversheet to proposal package, placing on top of original Coversheet, and stating "*See attached Coversheet for signatures*" in "Approval Signature" section of the revised Coversheet.

II. Undergraduate Program Information

A. Program Requirement Definition

Official graduation program requirements are the primary means of communicating graduation requirements to students, advisors, faculty, and administrators for degrees, majors, major concentrations/options, and minors. These program requirements, which are encoded into the Degree Audit Reporting System (DARS), are used by students and advisors to plan undergraduate programs of study and to determine progress toward the degree program requirements. Program requirements are also used by the Office of the University Registrar to determine each student's successful completion of degree or program requirements. Program requirements are posted online at the Office of the University Registrar website.

Note: The diploma presents degree and major, whereas, the transcript presents degree, major, major concentration/option, and minor (UG).

B. Program Requirement Deadlines

- In support for the university transition of Undergraduate Date of Graduation (DOG) to Date of Entry (DOE) program graduation requirements, any student who has not graduated by 2022 will be transitioned to the 2021-2022 catalog program graduation requirements as opposed to having the DOG years extended beyond 2022.

- All program requirements must be submitted to the Office of the University Registrar (<20% administrative revision) or posted for 15-Day Review (new or > 20% revision through governance) no later than the end of the fourth week of the Spring semester in which the requirements will apply to the incoming students under the next academic year's catalog.

- Proposed program requirements must be approved in their final form no later than Spring Commencement prior to the next catalog academic year in which they will apply to incoming students.

- Unless otherwise directed, a college/department/school having no changes to their degree program(s) may choose not to submit updated program requirements. In these instances, the previously approved program requirements on file in the Office of the University Registrar will be carried over to the next academic year's catalog.

III. Required Elements of Program Requirements

A. Header

The program requirements header identifies the home of the program requirements, the specific degree program to which it applies, and the student date of entry catalog academic year. This header should include the college name, department/school, the degree or program specific information, and date of entry catalog academic year for the program requirements listed. In cases where a degree has several major concentrations/options, there must be separate program requirements for each major concentration.

The catalog academic year in graduation program requirements header indicates the catalog for which the program requirements apply to entering students. Once approved, program requirements will remain in effect until they are superseded by an approved (administrative <20% or governance > 20%) revision.

Examples of header formats:

College of Architecture and Urban Studies
School of Architecture + Design
Bachelor of Architecture
For students entering under UG catalog 202x-202x

Pamplin College of Business
Business Information Technology Department
Bachelor of Science in Business
Major: Business Information Technology
Major Concentration/Option: Operations and Supply Chain Management
For students entering under UG catalog 202x-202x

B. University Graduation Requirements

Program requirements must indicate all requirements necessary for students to fulfill their degree program. The various requirements that are included on program requirements are shown in the following sections:

1. Language Study Requirements

In order to graduate, students must meet a language study requirement. The minimum requirement may be met in high school by completing two units of a single foreign or classical language or American Sign Language. Students who do not satisfy the requirement in high school may do so by taking six credits of college-level foreign, or classical language, or American Sign Language. Program requirements must reference this requirement and indicate that the six credits used to meet this requirement may not be used to satisfy the minimum number of credits required by the degree program. Those departments/schools having an additional language study requirement must clearly define their additional requirement(s) in the program requirements.

2. Pathways to General Education Requirements

Students must complete the Pathways to General Education requirements from all seven concepts. Although some departments/schools allow students to freely select courses approved for Pathways to General Education, others use specific courses from the various areas to complement their major requirements.

If specific courses are required, Graduation program requirements must indicate the acceptable courses that students must complete to satisfy Pathways to General Education concepts. Only those courses that have been approved for inclusion in Pathways to General

Education may be included on department/school program requirements.

Unless otherwise indicated, all courses taken to satisfy Pathways to General Education must be taken on an A-F basis. As noted in below section titled "Common Degree Core," a course used to satisfy a Common Degree Core requirement may not be double counted to also satisfy a Pathways to General Education requirement.

In support of a uniform presentation of the Pathways to General Education requirements in the program requirements, a sample format, with applicable headers, has been provided below. Please consider using this format, or a format that include this information.

Pathways to General Education (45 credits)

Concept 1 – Discourse (9 credits)

1f – Foundational (6 credits)

1a – Advanced/Applied (3 credits)

Concept 2 – Critical Thinking in the Humanities (6 credits)

Concept 3 – Reasoning in the Social Sciences (6 credits)

Concept 4 – Reasoning in the Natural Sciences (6 credits)

Concept 5 – Quantitative and Computational Thinking (9 credits)

5f – Foundational (6 credits)

5a – Advanced/Applied (3 credits)

Concept 6 – Critique and Practice in Design and the Arts (6 credits)

6d – Design (3 credits)

6a – Arts (3 credits)

Concept 7 – Critical Analysis of Identity and Equity in the United States (3 credits)

3. Common Degree Core

Common degree core requirement for all majors under a BA/BS – 25 percent of total credit hours required for the degree, excluding the Pathways to General Education (PGE) requirements:

[Total degree credit hours – PGE] x 25% = Common Degree Core

(*Example [120 – 45] x 25% = 18.75…rounded to 19 minimum common degree core*)

- Courses used to satisfy Common Degree Core requirements may <u>not</u> be double counted to also satisfy Pathways to General Education or other program area credit hour requirements.

- Courses used to satisfy Pathways General Education requirements may be double counted to satisfy other program area credit hour requirements (i.e., major, major concentration/option, track/emphasis, restricted/technical elective, and/or elective requirements).

- If a degree has multiple majors, each major's program requirements should include the Common Degree Core requirements and a list of courses that define the major. Major requirements may have courses in common but must include courses that define and distinguish each major from other majors under that degree.

- If a major has multiple major concentrations/options, each major concentration/option program requirements should include the Common Degree Core, major requirements, and a minimum of 15 credit hours that defines major concentration/option. Major concentrations/options may have courses in common but must include courses that define and distinguish each major concentration/option from other major concentrations/options under that major.

- Reference - outline of degree/major section headers with credit hour requirements:

Program Requirements Section	Min. Section Credit Hours (Where Applicable)
Pathways to General Education	45
Common Degree Core	19
Major Requirements	
Major Concentration/Option (if applicable)	15
Tracks/Emphasis (if applicable)	
Restricted/Technical Electives (if applicable)	
Free Electives	

4. College Requirements

In addition to University and major requirements, some colleges may require all majors to complete specific courses, often referred to as the "college core." Any special requirements specific to a college must be included on the program requirements. Students are held responsible for those college requirements that are in effect for the catalog academic year when they entered.

5. Major Requirements

In addition to University and college requirements, degree candidates must also complete those department/school requirements that define their major program of study.

Major requirements typically include in-major GPA and course requirements. Additionally, some departments/schools require specific grades in certain courses. In cases where courses require specific grades, it is crucial to separate major requirements from satisfactory progress requirements (see Satisfactory Progress below).

All courses on the proposed program requirements must be approved by the UCC, PGECRC, and the CUSP before the program requirements may be submitted for approval. When listing major courses, include the department/school abbreviation, course number, course catalog title or ADP title, credit hours, and cross-listing, if applicable. Course ranges should be indicated by providing the department/school abbreviation and the beginning and ending numbers of the range. The program requirements must include the subtitle of any "umbrella courses" such as study abroad course, field study courses, independent study courses, topics courses, etc. A special study course may not be listed to satisfy a program requirement. Unless otherwise indicated, all major courses must be taken on an A-F basis. Departments/schools must indicate any major courses that are offered on a Pass/Fail only basis.

The courses making up the program requirements for which the degree candidates are accountable for are those in effect for the catalog academic year when a student enters. The courses which are used in the in-major GPA calculation must be clearly indicated in the program requirements. The minimum GPA needed to graduate must also be stated. This GPA may not be less than 2.0, however some departments/schools may require an in-major GPA above 2.0. Any changes to in-major GPA requirements must be approved by the UCC and the CUSP.

6. Technical, Restricted, or Professional Electives

Some departments/schools require their students to select a portion of their electives from specific lists. Listings of courses, such as technical electives, professional electives, and/or restricted electives are an integral part of the program requirements and must be submitted as part of the program proposal package. Any changes to these lists are considered when determining if the proposed program requirements can be approved under < 20% administrative revision.

7. Free Electives

Degree requirements may include a range of hours not controlled by specified University, college, and/or major requirements, referred to as "free electives." The number of free elective hours needed to satisfy the minimum credit hours requirement must be stated on the program requirements. This may be stated as a range of credit hours or by stating, "Complete remaining credit hours needed to satisfy degree 120 credit hour requirement", or words to this effect.

8. Total Credit Hours Required

Indicate the total number of credit hours required for the degree program. This number should reconcile with the total number of credit hours required by the Pathways to General Education, Common Degree Core, major, major concentration/option, track/emphasis, restricted/technical elective, and/or elective sections, as applicable, of the program requirements.

9. Overall GPA

Indicate the minimum overall Grade Point Average (GPA) required for the degree. Per University Policy 6815, *Undergraduate Graduation Policy*, this must be at least 2.0.

10 Satisfactory Progress

Majors that wish to enforce Presidential Policy Memorandum 91, *Eligibility for Continued Enrollment*, need to include the satisfactory progress rules on their program requirements. Any college or department/school may adopt satisfactory progress rules that are in addition to those published in PPM 91 with the approval of the CUSP.

The program requirements must clearly distinguish satisfactory progress rules from degree requirements. For example, if a department/school requires a grade of B- in a major course, this must be indicated on the program requirements as a graduation requirement. This should not be listed as part of the satisfactory progress statement. This does not preclude this same course from being part of the satisfactory rules for that department/school.

Program requirements must distinguish graduation requirements from satisfactory progress statements and clearly indicate how the rules apply in either or both cases. It is the responsibility of colleges and/or departments/schools to monitor their own satisfactory progress rules. Graduation requirements are encoded into the DARS. Satisfactory Progress rules are not.

11. Courses Not Allowed

Some departments/schools and/or colleges do not allow credit for specific courses to be used to fulfill degree requirements. Departments/schools and/or colleges must identify any such courses on their graduation program requirements.

12. Prerequisites

Program requirements must be devised to alert students of any courses with prerequisites. This is especially true for those degrees or minors that have few free electives. Program requirements should be devised in such a way as to not cause students to exceed the minimum number of credit hours required for the degree or minor.

Course prerequisites may be identified by either listing the prerequisite(s) after the applicable course and including a prerequisite statement in comment section, as illustrated below…

ENGL 3315 Playwriting (Pre: 1106 or 1204H or COMM 1016)   (3) ____

HD 4304 Human Services Administration (Pre: 3234 or 3114)   (3) ____

Prerequisites: Some courses listed on this checksheet may have pre-/co-requisites; please consult the University Course Catalog or check with your advisor.

Or

By using a special character (*, #, [1]) beside a course that has a prerequisite(s) and connecting the special character to the prerequisite statement in the comment section, as illustrated below…

ENGL 3315 Playwriting*   (3) ____

HD 4304 Human Services Administration*   (3) ____

*Prerequisites: Some courses listed on this checksheet may have pre-/co-requisites; please consult the University Course Catalog or check with your advisor.

C. Program Requirements – Degree/Major Format Information/Guidelines

1. Required Elements of Program Requirements, as applicable

- Header
- Pathways General Education Requirements
- Common Degree Core
- Major Requirements
- Major Concentration/Options Requirements
- Technical, Restricted, or Professional Electives
- Free Electives
- Total Credit Hours Required
- University Graduation Requirements
- Language Study Requirement
- College Requirements
- Overall GPA
- In-major GPA
- Satisfactory Progress (PPM 91 *Eligibility for Continued Enrollment*)

- Courses Not Allowed
- Prerequisites/corequisites

2. Structure

To assist in the governance review process, please consider the following when structuring the Undergraduate program requirements to clearly identify applicable sections making up program requirements:

- For clarity, the courses required to satisfy various areas of the program (i.e., Pathways to General Education, Common Degree Core, major, major concentrations/options, restricted/technical electives, electives, as applicable) should be distinguishable on the program requirements (e.g., use of program format or semester-by-semester using super- or sub-scripts with footnotes; different fonts, color coded, header).

- Identify Pathways to General Education requirements using one of the following methods:
  - Header "Pathways to General Education Requirements"
  - Using course superscript or color-coding along with footnote.

- Identify BS/BA Common Degree Core requirements using one of the following methods:
  - Header "_Common Degree Core."
  - Using course superscript or color-coding along with footnote.
  - Provide list of courses making up the common degree core in a footnote.

- Identify Major requirements using one of the following methods:
  - Header "Major Requirements."
  - Using course superscript or color-coding along with footnote.
  - Provide list of courses making up the major requirements in a footnote.

- Consider including page numbers in the bottom right hand corner.

3. Degree/Major Program Requirements – Format Examples:

EXAMPLE 1 – Undergraduate Program Format

College …..
Department/School of ……
Degree ……
Major …..
Major Concentration/Option ….
For students entering under UG catalog 202X-202X

.... Common Degree Core Requirements (For a 120-credit hour program, minimum 19 credit hours).

Note: 19 is the minimum but may be more. A good question to ask when defining the common degree core, "If additional majors were added under the degree, what would be the foundational courses shared/required for each major under the degree?"

.... Major Requirements (_____ credit hours)

.... Major Concentration/Option Requirements (minimum 15 credit hours)

Technical, Restricted, or Professional Electives (as applicable) (___ credit hours)

Pathways to General Education (45 credits)

Concept 1 – Discourse (9 credits)

1f – Foundational (6 credits)

1a – Advanced/Applied (3 credits)

Concept 2 – Critical Thinking in the Humanities (6 credits)

Concept 3 – Reasoning in the Social Sciences (6 credits)

Concept 4 – Reasoning in the Natural Sciences (6 credits)

Concept 5 – Quantitative and Computational Thinking (9 credits)

5f – Foundational (6 credits)

5a – Advanced/Applied (3 credits)

Concept 6 – Critique and Practice in Design and the Arts (6 credits)

6df – Foundational (3 credits)

6a – Arts (3 credits)

Concept 7 – Critical Analysis of Identity and Equity in the United States (3 credits)

Free Electives (_____ Credit hours)

Note: *Remaining credit hours required to complete 120 credit hours required for the degree, as applicable.*

Include a "Note" section that includes the following:

-Total Hours Required   -GPA requirements

-A satisfactory progress or PPM 91 statement   -Language Study Requirement

-Course Prerequisites Statement

-Departments/schools may include a minimum grade on a course

-Any courses not allowed to satisfy program requirement, if applicable

EXAMPLE 2 – Undergraduate Program Semester-by-Semester Format

College of …..
Department/School of ……
Degree ……
Major …..
Major Concentration/Option ….
For students entering under UG catalog 202X-202X

Fall Semester Freshman	Credits		Spring Semester Freshman	Credits
SUBJ XXXX Catalog or ADP title (Pre: . Co:), or pre-/co-requisites identified using special character connected to prerequisite statement			SUBJ XXXX Catalog or ADP title (Pre: . Co:), or pre-/co-requisites identified using special character connected to prerequisite statement	

	Total				Total	
Fall Semester Sophomore		**Credits**		**Spring Semester Sophomore**		**Credits**
SUBJ XXXX Catalog or ADP title (Pre: . Co:), or pre-/co-requisites identified using special character connected to prerequisite statement				SUBJ XXXX Catalog or ADP title (Pre: . Co:), or pre-/co-requisites identified using special character connected to prerequisite statement		
	Total				Total	
Fall Semester Junior		**Credits**		**Spring Semester Junior**		**Credits**
SUBJ XXXX Catalog or ADP title (Pre: . Co:), or pre-/co-requisites identified using special character connected to prerequisite statement				SUBJ XXXX Catalog or ADP title (Pre: . Co:), or pre-/co-requisites identified using special character connected to prerequisite statement		
	Total				Total	
Fall Semester Senior		**Credits**		**Spring Semester Senior**		**Credits**
SUBJ XXXX Catalog or ADP title (Pre: . Co:), or pre-/co-requisites identified using special character connected to prerequisite statement				SUBJ XXXX Catalog or ADP title (Pre: . Co:), or pre-/co-requisites identified using special character connected to prerequisite statement		
	Total				Total	

Footnote: Ledger using superscripts and/or color-coding to identify program course requirements for each of the following on the Semester-by-Semester formatted Program Guidelines, as applicable:

[1] Common Degree Core Requirements (For a 120 credit hour program minimum 19 credit hours)

[2] Major Requirements (_____ credit hours)

[3] Major Concentration/Option Requirements (minimum 15 credit hours)

[4]   Pathways General Education (45 credit hours)

Include a "Note" section that includes the following:

-Total Hours Required   -GPA requirements

-A satisfactory progress or PPM 91 statement   -Language Study Requirement

-Course Prerequisites Statement

-Departments/schools may include a minimum grade on a course

-Any courses not allowed to satisfy program requirement, if applicable

4. Undergraduate Minors – Program Overview and Structure:

Format minor requirements to include

- Header

- Minimum of 18 credit hours

- Minimum of 6 credit hours at 3XXX and/or 4XXX level

- Listing of any required courses, and

- List of courses from which remaining credit can be selected

EXAMPLE 1 – Minor Format

College of ……
Department/School of ……
Minor: ……
For students entering under UG catalog 202X-202X

I - Required Courses (9 Credit Hours)   **Credits**

SUBJ XXXX Catalog or ADP title (Pre: Co:)   X   _____

SUBJ XXXX Catalog or ADP title (Pre: Co:)   X   _____

SUBJ XXXX Catalog or ADP title (Pre: Co:)   X   _____

         Section I – Total # of Credits   **9**

II – Electives (minimum of 9 Credit Hours)   **Credits**

SUBJ XXXX Catalog or ADP title (Pre: Co:)   X   _____

SUBJ XXXX Catalog or ADP title (Pre: Co:)   X   _____

SUBJ XXXX Catalog or ADP title (Pre: Co:)   X   _____

SUBJ XXXX Catalog or ADP title (Pre: Co:)   X   _____

SUBJ XXXX Catalog or ADP title (Pre: Co:)   X   _____

SUBJ XXXX Catalog or ADP title (Pre: Co:)   X   _____

SUBJ XXXX Catalog or ADP title (Pre: Co:)   X   _____

        Section II – Total # of Credits   **9**

         Minor Total # of Credits   **18**

> **Include a "Note" section that includes the following:**
>
> -Minimum GPA
>
> -Prerequisite Statement
>
> -If it is possible to complete the minor by not meeting the 6 credit hour requirement, please add a note to the stating, *"A minimum of 6 credit hours must be completed at the 3000 or 4000 academic level."*

EXAMPLE 2 – Pathways Minor Format

College of ……
Department/School of ……
Minor: ……
For students entering under UG catalog 202X-202X

I – Introductory/Foundational Experience Required Courses (# Credit Hours)	Credits
SUBJ XXXX Catalog or ADP title (Pre: Co:) (Pathway Outcome/Concept)	X
SUBJ XXXX Catalog or ADP title (Pre: Co:) (Pathway Outcome/Concept)	X
Section I – Total # of Credits	**#**

II – Mid-level Experience Required Courses Electives (# Credit Hours)	Credits
SUBJ XXXX Catalog or ADP title (Pre: Co:) (Pathway Outcome/Concept)	X
SUBJ XXXX Catalog or ADP title (Pre: Co:) (Pathway Outcome/Concept)	X
SUBJ XXXX Catalog or ADP title (Pre: Co:) (Pathway Outcome/Concept)	X
SUBJ XXXX Catalog or ADP title (Pre: Co:) (Pathway Outcome/Concept)	X
Section II – Total # of Credits	**#**

III – Capstone Experience Required Course (# Credit Hours)	Credits
SUBJ XXXX Catalog or ADP title (Pre: Co:) (Pathway Outcome/Concept)	X
Section II – Total # of Credits	**#**
Minor Total # of Credits	**18**

Key to Pathways Learning Core Outcomes:

1f = Foundational Discourse

1a = Advanced/ Applied Discourse

2 = Critical Thinking in the Humanities

3 = Reasoning in the Social Sciences

4 = Reasoning in the Natural Sciences

5f = Foundational Quantitative and Computational Thinking

5a = Advanced/Applied Quantitative and Computational Thinking

6 = Critique and Practice in Design and the Arts

7 = Critical Analysis of Equity and Identity in the United States

Include a "Note" section that includes the following:

-Minimum GPA

-Prerequisite Statement

-If it is possible to complete the minor by not meeting the 6 credit hour requirement, please add a note to the stating, *"A minimum of 6 credit hours must be completed at the 3000 or 4000 academic level."*

III. Graduate Program Information

The Graduate Catalog program descriptions and programs of study are the primary means of communicating graduation requirements to graduate students, advisors, faculty, and administrators. These are also used by the Graduate School to determine each student's successful completion of degree or program requirements.

When preparing a proposal for a new degree, new major under a degree, or revising a current degree/major, please ensure that the SCHEV requirement that curricula share a common core of courses is addressed. The SCHEV common core requirements are as follows:

Master's degrees – 50 percent of total credit hours required for the degree.

Doctoral degrees – 25 percent of total credit hours required for the degree, excluding thesis or dissertation hours.

A. < 20% Graduate Program (PhD, MS/MA, Graduate Certificate) Revision

Documentation to outline change made by revision, as applicable:

- Summary and reason for < 20% revision.

- Table to include column presenting current program requirements and column presenting program requirements following revision.

- Effective Graduate Catalog for the requested program revision to include appropriate lead time so that no student currently enrolled in program will be disadvantaged.

- Paragraph to outline how revision to certificate requirements will be communicated to students, faculty, and staff.

- Notation of Support: Department Head/School Director or designee acknowledging that department/school continues to have the resources needed to offer program.

- Any additional relevant information.

< 20% revision processing overview: Once approved by the CCC and uploaded as a < 20% revision into JIRA by the college Curriculum Coordinator, the proposal is then routed to the Office of the University Registrar Governance Staff. Once any review comments from the Graduate School and/or Office of the University Registrar have been addressed, the Governance Staff will notify the college/department/school to work with the Graduate School to update the program requirements in the next available Graduate Catalog.

B. New, > 20 % Revision, and Discontinuation – Graduate Degrees and Majors

1. New Degree

Documentation to establish new Degree to include, as applicable:

- Header: Virginia Tech Degree Proposal, Degree Name, CIP number
- Type of degree action
- First term to enroll, first term to graduate
- Program Description
- Curriculum Summary
- Degree Requirements
- Relevance to University Mission and Strategic Planning
- Justification for the Proposed Program
- Student Demand
- Market/Employment Demand
- Issues of Duplication
- Resource Needs/Savings
- Letter(s) of support to use another department's course to satisfy a program requirement.

Note: For a new degree – SCHEV documentation should be completed in parallel with the University Governance review/approval process (contact Dr. Noel Byrd, Associate Vice Provost for Degree Innovation and SCHEV Compliance, cnbyrd@vt.edu).

2. New Major under approved MA or MS Degree

Documentation to establish new major under approved MA or MS Degree, as applicable:

- Header: College, Department/School, Degree, Major.
- Justification for new major: Educational value, program requirements/credit hours required, market analysis, other relevant information.
- Whom new major will serve: Number of students anticipated to enroll, demographics of students, benefit to students, benefit to Virginia Tech, career opportunities in the field, other relevant information.
- Resource needs: Funding, faculty, facilities, other department/school resources, library resources, and other relevant information.
- Graduation requirements, as applicable:
  o MA/MS Degree Core Requirements
  o Major Requirements
  o Thesis and/or non-thesis requirements
  o Other Requirements (i.e., cognate courses, internship, project & report)
- Course Descriptions
- Administration: First term and year to enroll, first term and year to graduate, any applicable transition plan, applicable grants, other relevant information.
- Letter(s) of support to use another department's course to satisfy a program requirement.

3. New Major under approved PhD

Documentation to establish new major under approved PhD degree to include, as applicable:

- Header: College, Department/School, Degree, Major

- Justification for new major: Educational value, program requirements/credit hours required, market analysis, other relevant information.

  - Whom new major will serve: Number of students anticipated to enroll, demographics of students, benefit to students, benefit to Virginia Tech, career opportunities in the field, other relevant information.

  - Resource needs: Funding, faculty, facilities, other department/school resources, library resources, and other relevant information.

  - Plan of Study, as applicable:

    - Degree Core Requirements

    - Major Requirements

  - Specialization Area(s):

    - Thesis/Non-Thesis Options

    - Dissertation

    - Notes

  - Advisory Committee

  - Program of Study

  - Qualifying Exam

  - Preliminary Examination

  - Student Qualification Requirements

  - Written Preliminary Examination

  - Dissertation

  - Final Exam

- Administration: First term and year to enroll, first term and year to graduate, any applicable transition plan, applicable grants, other relevant information.

- Letter(s) of support to use another department's course to satisfy a program requirement.

4. > 20% Degree or Major Revision

Documentation outlining revisions made to previously approved degree or major:

- Summary and reason for revision.

- Table to include column presenting current program requirements and column presenting program requirements following revision.

- Paragraph to outline how revision to program requirements will be communicated.

- Effective graduate catalog for revised program.

- Any additional relevant information.

- Letter(s) of support.

  o Include letter of support from Department Head/School Director or Designee presenting whether the offering or continued offering of the program will require or generate the need for additional departmental/school and/or University resources (e.g., faculty, library, space, and/or technical support).

  o If a revised program, letter of support for any additional non-departmental course(s) added.

Note: For a revised degree (change in total program credit hours or degree core), SCHEV documentation should be completed in parallel with the University Governance process (contact Dr. Noel Byrd, Associate Vice Provost for Degree Innovation and SCHEV Compliance, cnbyrd@vt.edu).

5. Discontinue Degree or Major

Documentation to justify program discontinuation and teach-out plan to include below content, as applicable:

- Outcome of review to determine the number of students currently enrolled in program.
- Lead time, with the effective term/year, in support of completion of program.
  o Last term to enroll
  o Last term to graduate
- How discontinuation of program will be communicated to students, faculty, and staff.
- Consideration given to "stop-outs" – both voluntary and non-voluntary.
- If a student in discontinued program leaves and returns, consideration for helping student transition to a different program.
- Any other considerations determined by college/department/school, as applicable.

Note: For the discontinuation of a degree – SCHEV documentation should be completed in parallel with the University Governance review/approval process (contact Dr. Noel Byrd, Associate Vice Provost for Degree Innovation and SCHEV Compliance, cnbyrd@vt.edu).

C. New, > 20 % Revision, and Discontinuation – Graduate Certificates

1. Overview of Graduate Certificate Requirements

- Minimum of 9 graduate credit hours.

- No 4000-level courses may be listed.

- No transfer credits may be used to satisfy certificate requirements.

- Special Study courses may not be listed on Graduate Certificate.

- If new course(s) is (are) being proposed in support of a new Graduate Certificate, proposal(s) for new course(s) must be submitted in advance of, or at least simultaneously with, submission of the certificate proposal.

- For interdisciplinary certificates, the responsible program and faculty member who will serve as the administrative home for the certificate should be indicated on the coversheet and proposal.

- At least two-thirds of the courses must be graded.

- All prerequisites must be listed as required certificate courses.

- Graduate certificate programs must have admission standards that are similar to related graduate degree programs.

2. New Graduate Certificate

Documentation to establish a new certificate to include, as applicable:

- SCHEV – Program Proposal Coversheet

- Virginia Polytechnic Institute and State University, Graduate Certificate documentation to include the following:

Name of Certificate

Department/ College

CIP Code

Initiation Date

Date of First Graduates

Description of Certificate
Please include specific knowledge and skills that the students will obtain through the certificate program. What will graduates of the certificate program be able to do? The knowledge and skills should be evident in the course description. Can include student learning outcomes if it is helpful.

Target Audience
Describe specific students that will be targeted to enroll in the program. Will degree and non- degree students be eligible to participate in the program?

Time to Complete
Include a narrative to indicate the time to complete the program for fulltime and part-time students for both degree seeking and non-degree seeking students (if applicable).

Admission
Describe the admission criteria for the program and indicate specific requirements for different populations. Include scores for all standardized tests. Will specific background knowledge or experience be required for admission to the program?

Curriculum Requirements and Description
Provide a summary of the focus of the curriculum. Indicate the total number of credit hours required. Provide a list of all required courses (title designator and credit hour value, any pre-/co-requisites), restricted electives, and electives. Describe sub areas, if applicable. Explain any requirements of the curriculum (e.g., project, internship, practicum) needed to address special requirements including requirements of a licensing or accrediting organization. Provide the course description for all required courses and restricted electives.

Faculty Credentialing
Summarize faculty credentials and indicate availability and use of existing faculty. If using adjunct faculty, indicate the credentials and level of support that would be used to offer the program.

Contact information
Include contact information for the individual primarily responsible for the certificate program

Affiliated Faculty
List faculty affiliated with the program.

Course Delivery Format
Include a narrative to explain how the program will be delivered. If traditional, indicate space resources and if online, institutional resources (technology) to support online instruction. Indicate faculty training to teach online courses. Indicate the institution's ability and resources to support the delivery format.

Resources
Explain resources to offer the certificate. Indicate additional resources or costs (e.g., administration, faculty), if needed. Indicate the institution's ability to support the certificate with existing resources.

- Letter(s) of support to use another department's course to satisfy a program requirement.

Note: For a new certificate – SCHEV documentation should be completed in parallel with the University Governance review/approval process (contact Dr. Noel Byrd, Associate Vice Provost for Degree Innovation and SCHEV Compliance, cnbyrd@vt.edu).

References provided at Office of the University Registrar website University Academic Curriculum Governance (https://www.registrar.vt.edu/governance.html) under header "New/Revised/Discontinued Program Proposals":
- Graduate Certificate Template
- Graduate Certificate Sample

3. > 20% Graduate Certificate Revision

Documentation outlining revisions made to previously approved certificate:

- Summary and reason for revision.

- Table to include column presenting current program requirements and column presenting program requirements following revision.

- Paragraph to outline how revision to program requirements will be communicated.

- Effective calendar year for the requested program revision, to include appropriate lead time so that no student currently enrolled in program will be disadvantaged.

- Effective Graduate Catalog for the requested program revision to include appropriate lead time so that no student currently enrolled in program will be disadvantaged to include first term/year to enroll & first term/year to graduate with revised certificate, as applicable.

- Any additional relevant information.

- Letter of support for any additional non-departmental course(s) added.

Note: For a revised certificate, reference SCHEV requirements to determine if documentation should be completed in parallel with the University Governance process (contact Dr. Noel Byrd, Associate Vice Provost for Degree Innovation and SCHEV Compliance, cnbyrd@vt.edu).

4. Discontinue Graduate Certificate

Documentation to justify program discontinuation and teach-out plan to include below content, as applicable:

- Outcome of review to determine the number of students currently enrolled in program.

- Lead time, with the effective term/year, in support of completion of program.

- How discontinuation of program will be communicated to students, faculty, and staff.

- Consideration given to "stop-outs" – both voluntary and non-voluntary.

- If a student in discontinued program leaves and returns, consideration for helping student transition

  to a different program.

- Last term/year students will be allowed to enroll in program. Last term/year to graduate in program, providing adequate time for enrolled students to complete certificate.

- Any other considerations determined by college/department/school, as applicable.

Note: For the discontinuation of a degree – SCHEV documentation should be completed in parallel with the University Governance review/approval process (contact Dr. Noel Byrd, Associate Vice Provost for Degree Innovation and SCHEV Compliance, cnbyrd@vt.edu).

Helpful Hints

I. Frequently Encountered Problems with Program Proposals:

- Missing Department Head/School Director resource letter with program proposal submission.

- Lack of support letters from other departments/schools and/or colleges to use their course(s) to satisfy a program requirement.

- Missing 1st term to enroll and 1st term to graduate for new programs; last term to enroll and last term to graduate for discontinued programs; or effective term has already expired (lack of lead time).

- Incomplete approval signatures and dates.

- Course having pre-/co-requisite(s) are not identified by listing pre-/co-requisites after course or by special character connected to prerequisite statement in notes.

- Missing the reference to cross-listed courses.

- Course titles do not reflect approved catalog or ADP title.

- Special Study listed as a program requirement.

II. Specific to Undergraduate Programs

- Change in program "Common Degree Core" for one major under the degree without making the same changes to other majors under the same degree.

- Change in major requirements for one major concentration/option under a major without making the same changes to additional major concentrations/options under the same major.

- Courses used to satisfy various program requirements are not distinguishable (for example – common degree core, major, major concentration/option, restricted/technical electives, Pathways to General Education requirements).

- Course listed to "double count" as both a Pathways to General Education and common degree core requirements.

- Missing or incomplete program requirement information, such as department/school, major, progress towards degree statement, etc.

III. Common Program Requirements Findings During the 15-Day Review Process:

- Missing the reference to cross-listed courses.

- Use of unapproved course titles

  Helpful Hints: Using catalog course titles (long course title) or ADP titles (< 30 character transcript title) is acceptable and either meets the intent. If it is noted that there appears to be an inconsistency in the course title format (i.e., catalog, ADP, or creative hybrid of the two) during our 15-Day Review, our staff provides the course catalog title as feedback.

- Double counting course listed to satisfy common degree core requirements and Pathways to General Education requirements

  Helpful Hints: In accordance with SCHEV requirements, a course may not be double counted to satisfy both a common degree core and general education requirement. To alert students of this requirement, consider including the following statement, "In accordance with SCHEV requirements, a course may not be used to satisfy both a common degree core and general education requirements" in the notes section of the program requirements.

- Overlap/double counting of courses on major and minor

  Helpful Hints: The desired outcome of a minor is to provide the opportunity for non-majors to study and receive recognition for completing an area of study outside their major. When the required courses listed on a minor are also required courses for a major, there is a concern related to double-counting course credit (double-dipping of course credit) to complete both the minor and major. In this context, a student completing the major should be advised that duplication of courses between the minor and major may not exceed 50% of the minor course credit requirements. To alert students of this concern, please consider adding the following note, or words to this effect, at the bottom of the program requirements, "No more than 50% of the graded course credits required for Minor: _____ may be double-counted by a student also enrolled in Major: _____."

- Requirements for a minor are not met

  Helpful Hints: A minor should include a minimum of 18 credit hours (focus of study for non- majors) and a minimum of 6 credit hours at 3000/4000 level. If it is possible to complete the minor by not meeting this 6 credit hour requirement, please add a note to the program requirements stating, "A minimum of 6 credit hours must be completed at the 3000 or 4000 academic level."

- Missing Pre-/Co-requisite references or prerequisite statement

  Helpful Hints: Program requirements must be devised to alert students of any courses with prerequisites. This is especially true for those degrees or minors that have few free electives. Program requirements should be devised in such a way as to not cause students to exceed the minimum number of credit hours required for the degree or minor.
  Course prerequisites may be identified by either listing the prerequisite(s) after the applicable course and including a prerequisite statement in comment section, as illustrated below…

  ENGL 3315 Playwriting (Pre: 1106 or 1204H or COMM 1016)   (3) ____

  HD 4304 Human Services Administration (Pre: 3234 or 3114)   (3) ____

Prerequisites: Some courses listed on this checksheet may have pre-/co-requisites; please consult the University Course Catalog or check with your advisor.

Or

By using a special character (*, #, [1]) beside a course that has a prerequisite(s) and connecting the special character to the prerequisite statement in the comment section, as illustrated below…

ENGL 3315 Playwriting* (3) _____

HD 4304 Human Services Administration* (3) _____

*Prerequisites: Some courses listed on this checksheet may have pre-/co-requisites; please consult the University Course Catalog or check with your advisor.