



Coversheet for New, Revised, and/or Discontinued Program

General Information				
Proposal Date:		Department:		
Program Name:				
<input type="checkbox"/> Degree	<input type="checkbox"/> Major	<input type="checkbox"/> Major Concentration/Option	<input type="checkbox"/> Minor*	<input type="checkbox"/> Graduate Certificate
Department Contact:				
Contact Email:				

*Minor for Inclusion in Pathways GE – Complete “New and Revised Minor Form” (<https://www.pathways.prov.vt.edu/proposal-forms.html>)

Complete the following, as applicable	
A:	Attach letter of support from Department Head or Designee presenting whether the offering or continued offering of the program will require or generate the need for additional departmental and/or University resources (e.g., faculty, library, space, and/or technical support).
B:	Attach letters/emails of support from Departments and/or Colleges for any non-department courses listed to satisfy a new program requirement.
Effective Catalog:	
<p>Check applicable box acknowledging that required documentation is included in proposal package:</p> <p><input type="checkbox"/> New — Documentation to establish new program: Need for program, whom program will serve, resource needs, administration Note: For a new degree, complete SCHEV documentation in parallel with University Governance review/approval process First Term and Year to Enroll: _____ First Term and Year to Graduate: _____</p> <p><input type="checkbox"/> > 20% Revision — Documentation summarizing revision changes, how changes will be communicated, and previously approved/stamped program requirements</p> <p><input type="checkbox"/> < 20% Revision — Upload into JIRA to the Office of the University Registrar for administrative review/approval Note: For a revised Degree (change in total program credit hours or degree core) – complete SCHEV documentation in parallel with University Governance process</p> <p><input type="checkbox"/> Discontinued — Documentation to justify program discontinuation, teach-out plan, and previously approved program requirements Note: For discontinued degree – Complete SCHEV documentation in parallel with University Governance review/approval process Last Term and Year to Enroll: _____ Last Term and Year to Graduate: _____</p>	

Approval Signatures			
Department Representative:		Date:	
College Curriculum Committee Representative:		Date:	
College Dean or Designee:		Date:	

Office of the University Registrar • Student Services Building, Suite 250, Virginia Tech
800 Washington St., SW • Blacksburg, VA 24061 • (540) 231-6252 • acadgov@vt.edu