Program Guidelines

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Table of Content

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I. Proposal Criteria/University Academic Governance Overview

1. Program Proposal Requirement Criteria

- New degree*[#+]/major/major with option/minor/graduate certificate.*[#+]

- Revision of undergraduate or graduate program requirements.*

- Discontinuation of degree*[#]/major/ major with option/minor/graduate certificate.*[+]

- Change to overall/in-major/minor GPA requirements, or the adding of a GPA requirements.

- Change to program total credit hours requirement for a degree*[#+], minor, graduate certificate.*[#+]

- Change to minimum grade requirement of a course listed to satisfy a program requirement.

- Request to restrict enrollment in undergraduate major or minor.
  Note: Proposal for renewal of restricted undergraduate major or minor must be submitted for reviewed/approved every 5 years.

- Creation or change to program satisfactory progress statement that goes beyond PPM 91 requirements.

- Program requirements that have not been reviewed through university academic governance within the previous 5 years.

- Significant or substantive changes to program common degree core requirements.*[#+]

- Request for degree name change.[#+]

- Request to establish new department or school.[#+]

- Request to change department or school name.[#+]

- Request to change program (degree or graduate certificate) CIP (The Classification of Instructional Programs) code.[#+]

- Other proposed changes not list above, as deemed applicable.*

Footnotes:

*For questions, assessment of proposed change to applicable program guidelines, and/or assistance determining required proposal content in support for a proposed program change, please contact AcadGov@vt.edu.

[#]Requires approval by the Institutional Planning Committee (IPC) before moving forward for further development and University Academic Governance review/approval. Refer to section "VI. Institutional Planning Committee Guidelines" and contact the Office of the University Registrar Office staff at AcadGov@vt.edu to request inclusion on IPC agenda.

[+]Complete SCHEV documentation in parallel with the University Academic Governance process (Dr. Noel Byrd, Associate Vice Provost for Degree Innovation and SCHEV Compliance (cnbyrd@vt.edu), and/or Dr. Madlyn Hulver (frisardm@vt.edu), VT SCHEV Compliance Office).

2. Program Proposal University Academic Governance Review/Approval Process

- College/Department/School prepares and submits new or revised program proposal as outlined below in Section III. Standard Program Guidelines, Section IV. Pathways Minor Guidelines, Section V. Graduate Certificate Guidelines, or Section VI. Institutional Planning Committee Guidelines, as applicable.
- Following proposal preparation, select "Start Workflow" tab to begin proposal review/approval process.
- Proposal is reviewed/approved to move forward by the College/Department/School.
- Proposal is reviewed/approved to move forward by applicable College Associate Dean.
- Proposal is submitted for university review to allow for…
  o Assessment of any program content, subject matter, and/or discipline overlap concerns.
  o Office of the University Registrar Academic Governance staff to provide comments/recommendations in support for compliance with university guidelines, standards, and/or policies.
  o Pathways General Education staff, and University Curriculum Committee for General Education (UCCGE), as applicable, to provide comments/recommendations in support for compliance with Pathways General Education Minor requirements.
  o VT SCHEV Compliance Office staff to provide comments/recommendations in support for compliance with SCHEV documentation, as applicable, in support for SCHEV reporting requirements.
  o "No response" from the University community during the university review period represents "no concerns" with proposal content.
- Once any university review comment(s) has(have) been addressed, the proposal is moved to the associated College Curriculum Committee for review/approval.
- Following the College Curriculum Committee review/approval, the proposal is forwarded…
  o To Faculty Senate for information.
  o To Pathways General Education staff, as applicable, for information.
  o To VT SCHEV Compliance Office, as applicable, for information.
- President's Office for approval, as applicable, for proposal requiring BOV and/or SCHEV notification.
- To University Registrar Academic Governance staff for final review prior to program update in University Catalog.

II. Program Requirement Transition/Revision from Current Courseleaf catalog to Next Courseleaf Catalog

1. Link in support for Next (e.g., 2024-2025) Courseleaf Catalog update

   https://vt-next.courseleaf.com/programadmin/

2. Review/verification specific to transition of 2023-2024 Courseleaf Catalog (current) program requirements to 2024-2025 Courseleaf Catalog (Next) program requirements

   a. Search for and select applicable program

   Tip – wildcard "*" before and after partial program title/phrase in support for program search.

   To illustrate: "*hist*" provides the following search results.

Program Code	Program Name
2	History
2	History
2	History and Social Sciences Education
3	Art History

Scroll down to the "General Information" form to ensure that the correct program has been selected. For example, using the previously referenced "*hist*" query:

First line is for BA/Major

Program Title	History
Field of Study Code	
Program Code (Degree Code)	BA
Academic Level	Undergraduate (UG)
Program Type	Major

Second line is for Minor

Program Title	History
Field of Study Code	
Program Code (Degree Code)	TBD
Academic Level	Undergraduate (UG)
Program Type	Minor

b. Select "Revise Program"

Revise Program

c. Select "Program Request"

Program Request   Select...

Select program type, as applicable:
- Standard
- Pathways Minor
- Graduate Certificate
- Institutional Planning Committee

d. Contact Information Fields

Contact Information:

Department Contact Name	
Contact Phone	Contact E-mail @vt.edu

Provide associated Dept/School contact information for the person proposing the new or revised course. This is the person who will be reached out to during 15-DR to address proposal comments. However, this person is not associated with workflow if they were not the user to enter the proposal.

e. Review approved 2023-2024 checksheet PDF "For students entering under Undergraduate Catalog 2023-2024" on the Office of the University Registrar website posted at the below link.

https://www.registrar.vt.edu/graduation-multi-brief/checksheets.html

f. Verify posted checksheet "For students entering under Undergraduate Catalog 2023-2024" PDF posted at the Office of the University Registrar website to the program requirements presented in the Courseleaf 2023-2024 Catalog.

Note:

When program requirements were migrated in support for proposed 2024-2025 Catalog, the program notes may have been combined within the "Satisfactory Progress Toward Degree" box. If this is the case, please cut and paste applicable notes from the "Satisfactory Progress Toward Degree" box to the applicable form header/box.

To Illustrate:

A review of the Courseleaf 2023-2024 Catalog for the "BA/Major History" noted that "Policy 91 Requirements (Satisfactory Progress Towards Degree)" box information also included "Graduation Requirements," "Progress Towards Degree," "Foreign Language Requirements," and "Acceptable Substitutions."

Having noted this, information included in "Policy 91 Requirements (Satisfactory Progress Towards Degree)" box that is not applicable should be cut and pasted to the applicable for header/box in support for catalog program requirements "For students entering under Undergraduate Catalog 2024-2025."

Further, all program course requirements should be checked and updated, as applicable, to align the proposed 2024-2025 program requirements with the posted/approved checksheet "For students entering under Undergraduate Catalog 2023-2024" PDF posted at the below link on the Office of the University Registrar website.

Using the BA/Major History as an example:

- The "Satisfactory Progress Toward Degree" field box includes "Graduation Requirements," "Satisfactory Progress Toward Degree," and "Foreign Language" requirements.
- Having noted this,
  o Move the "Graduation Requirements" to the "Note" box.

Notes

Graduation Requirements

1. Minimum of 120 credit hours for the degree.
2. Minimum of 36 credits in history (maximum of 60 credits).
3. Completion of HIST 2004 Historical Methods and HIST 3914 Critical Reading and Analysis in History with a grade of C or above.
4. Students must earn a C- or above for a history course to count toward their major requirements.
5. Overall GPA and in-major GPA of 2.00 or above. The in-major GPA is calculated using all HIST courses.

o   Move the "Foreign Language" requirements to the "Foreign Language" box.

Foreign Language Requirement

Foreign Language

Students who completed 3 years of a single foreign, classical, or sign language in high school have completed this requirement. Students who did not complete 3 years of a foreign, classical, or sign language in high school must complete one of the following:

- 2 years of a foreign, classical, or sign language in high school plus an 1106 foreign language (e.g., FR, GR, SPAN) or the equivalent in college. These 3 hours count towards the 120 required for graduation.
- Complete an 1105-1106 foreign language (e.g., FR, GR, SPAN) grouping or the equivalent in college. These 6 hours do not count toward the 120 required for graduation.

o   Leave the "Satisfactory Progress Toward Degree" in the "Satisfactory Progress Toward Degree" box.

Satisfactory Progress Toward Degree

Satisfactory Progress Toward Degree

1. Suggested completion of the Pathways to General Education (45 credits) by end of junior year.
2. Suggested completion of 15 hours of history, including HIST 2004 Historical Methods, by semester in which you have attempted 72 credits.
3. GPA of 2.5 or above in all history courses by the end of semester in which you have attempted 18 credits of history.
4. GPA of 2.0 or above in all history courses by the semester in which you have attempted 96 credits.

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g. If no program requirement changes were made beyond those needed to bring current Courseleaf 2023-2024 Catalog program requirement into alignment with the approved checksheet "For students entering under Undergraduate Catalog 2023-2024" PDF requirement posted at the Office of the University Registrar website, then…

- Send an email to AcadGov@vt.edu stating that the changes from the current 2023-2024 checksheet, in support of the 2024-2025 Catalog program requirements, were limited to those needed for the alignment of program requirements and that no changes were made to program requirements.
- Save a PDF copy of the email sent to AcadGov@vt.edu and upload it to the "Attachments" section at the end of this form in Courseleaf.

Attachments

Letters/Emails of Support for non-department courses listed to satisfy a new program requirement	Attach File	Uploaded Files:
		Files To Be Uploaded:
Supporting Documentation	Attach File	Uploaded Files:
		Files To Be Uploaded:

- Select "Save Changes" at the bottom of the form.

Cancel   Save Changes   Admin Save   Start Workflow

h. If during review of the current 2023-2024 Catalog program requirements, it is determined that a revision of the program requirements is needed in support for the proposed 2024-2025 Catalog, beyond those made in support for step e - g, proceed to step 3.

3. In support for revising Current (e.g., 2023-2024) Courseleaf Catalog program requirements in Next (e.g., 2024-2025) Courseleaf Catalog

    a. Search for and select applicable program

Tip – wildcard "*" before and after partial program title/phrase in support for program search

To illustrate: "*hist*" provides the following search results:

Program Code	Program Name
2	History
2	History
2	History and Social Sciences Education
3	Art History

Scroll down to the "General Information" form to ensure that the correct program has been selected. For example, using the above illustration:

First line is for BA/Major

Program Title	History
Field of Study Code	
Program Code (Degree Code)	BA
Academic Level	Undergraduate (UG)
Program Type	Major

Second line is for Minor

Program Title	History
Field of Study Code	
Program Code (Degree Code)	TBD
Academic Level	Undergraduate (UG)
Program Type	Minor

b. Select "Revise Program"

Revise Program

c. Select "Program Request"

Program Request   Select...

Select program type, as applicable:
- Standard
- Pathways Minor
- Graduate Certificate
- Institutional Planning Committee

d. Contact Information Fields

Contact Information:

Department Contact Name [   ]

Contact Phone [   ]   Contact E-mail [@vt.edu]

Provide associated Dept/School contact information for person proposing new or revised course. This is the person who will be reached out to during 15-DR to address proposal comments. However, this person is not associated with workflow if they were not the user to enter the proposal.

e. General Information:

General Information:

Review and update/edit populated fields/boxes, as applicable, in support for proposed program revision for 2024-2025 Courseleaf Catalog…

- Program Title
- Field of Study Code

Field of Study Code	Select... ▾

If this field did not populate, type in key word and select field of study code applicable to the program being revised. To illustrate using the "History" field of study:

Field of Study Code	Select...
	hist
Program Code (Degree Code)	
	Art History (AHST)
Academic Level	History (HIST)
	History and Social Sciences Education (HSSE)
Program Type	Major ▾

- Academic Level
- Program Type
- CIP Code
- Department
- College
- Campus
- Mode of Delivery
- Effective Catalog

Effective Catalog	Select... ▾

Select applicable Courseleaf catalog (e.g., 2024-2025)

- Impacted Department to notify

Impacted Department to notify	Impacted Department to notify ⊕
	Select... ▾ ❌

Note:

Attach 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.

- Summary of changes made by revision

Summary of changes made by revision

Provide summary of changes made in proposed revision.

f. Program Requirements:

Program Requirements

- Curriculum

Curriculum

Using available editing tools, update curriculum requirements, as applicable.

- How will the changes be communicated?

How will the changes be

State how program changes may by revision will be communicated to students, faculty, and staff.

- Graduation Requirements, Acceptable Substitutions, Satisfactory Progress Towards Degree, and Foreign Language Requirement.

  Note:

  When program requirements were migrated in support for proposed 2024-2025 Catalog, the program notes may have been combined within the "Satisfactory Progress Toward Degree" box. If this is the case, please "cut and paste" applicable notes from the "Satisfactory Progress Toward Degree" box to the applicable form header/box.

  To Illustrate:

  A review of the Courseleaf 2023-2024 Catalog for the "BA/Major History" noted that "Policy 91 Requirements (Satisfactory Progress Towards Degree)" box information also included "Graduation Requirements," "Progress Towards Degree," "Foreign Language Requirements," and "Acceptable Substitutions."

  Having noted this, information included in "Policy 91 Requirements (Satisfactory Progress Towards Degree)" box that is not applicable should be cut and pasted to the applicable for header/box in support for catalog program requirements "For students entering under Undergraduate Catalog 2024-2025."

  Further, all program course requirements should be checked and updated, as applicable, to align the proposed 2024-2025 program requirements with the posted/approved checksheet "For students entering under Undergraduate Catalog 2023-2024" PDF posted at the below link on the Office of the University Registrar website.

  Using the BA/Major History as an example:
  - The "Satisfactory Progress Toward Degree" field box includes "Graduation Requirements," "Satisfactory Progress Toward Degree," and "Foreign Language" requirements.

- Having noted this,
  - Move the "Graduation Requirements" to the "Note" box.

  - Move the "Foreign Language" requirements to the "Foreign Language" box.

  - Leave the "Satisfactory Progress Toward Degree" in the "Satisfactory Progress Toward Degree" box.

Satisfactory
Progress Toward
Degree

Satisfactory Progress Toward Degree

1. Suggested completion of the Pathways to General Education (45 credits) by end of junior year.
2. Suggested completion of 15 hours of history, including HIST 2004 Historical Methods, by semester in which you have attempted 72 credits.
3. GPA of 2.5 or above in all history courses by the end of semester in which you have attempted 18 credits of history.
4. GPA of 2.0 or above in all history courses by the semester in which you have attempted 96 credits.

- Roadmap

Roadmap

Using available editing tools, update Roadmap curriculum requirements, as applicable.

g. Attachments

Attachments

Letters/Emails of Support for non-department courses listed to satisfy a new program requirement

Attach File

Uploaded Files:

Files To Be Uploaded:

Supporting Documentation

Attach File

Uploaded Files:

Files To Be Uploaded:

Attach "Letters/Emails of Support for non-department courses listed to satisfy a new program requirement" and/or Supporting Documentation, as applicable.

h. Program Proposal – Cancel _ Save Changes _ Admin Save _ Start Workflow Tabs
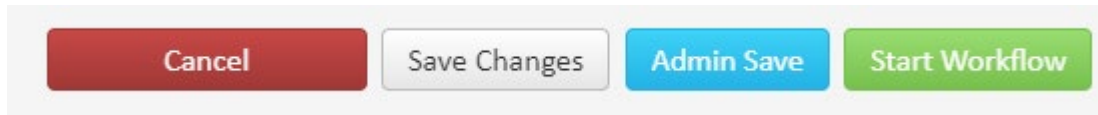
Once all changes have been made in support for program revision, select "Start Workflow" to move proposal forward in University Academic Governance.

4. In support for proposing new program for the 2024-2025 Catalog

    a. Select "Proposed New Program"

    b. Navigate back to **Table of Content Page** – Press "Ctrl+Home"

    c. Place curser on applicable Program Guideline proposal type content page and Press "**Enter**"

III. New Standard Program Guidelines:

Note: Boxes outlined in Red are required fields and must be completed prior to moving proposal forward to Courseleaf workflow.

1. Program Request Type Field

New Program Proposal

Program Request	Standard ⌄

Select program type, as applicable:
Standard
Pathways Minor
Graduate Certificate
Institutional Planning Committee

Notes:
- In support for a "New Program Proposal," the following Program Guideline content assumes "Program Request" "Standard" is selected.
- If completing program revision
  - See Guidelines section "II. Program Requirement Transition/Revision from current Courseleaf catalog to Next Courseleaf Catalog"
  - Fields will be populated with previously approved program proposal content.
  - Edits to this content will be "redlined."

2. Contact Information Fields

Contact Information:

Department Contact Name	
Contact Phone	Contact E-mail @vt.edu

Provide associated Dept/School contact information for person proposing new or revised program.

General Information

3. Program Title

Program Title	

70 characters remaining

Provide proposal program name (i.e., Major, Major with Option, Minor, Degree)

4. Field of Study Code

Field of Study Code	Select... ⌄

If new program, select "Other – Proposed New Code (NEW)

Field of Study Code	Other - Propose New Code (NEW) ⌄
Proposed Field of Study Code	

Present requested "Proposed Field of Study Code". The Office of the University Registrar AcadGov section will confirm requested code is available or work with department/school to identify an available field of study code.

If related to currently approved Field of Study, select applicable field of study (to illustrate, begin typing "com" in field box, and select highlighted "Communication (COMM))

Field of Study Code	Communication (COMM)
Program Code (Degree Code)	com
	Applied Computational Mathematics (ACM)
Academic Level	Commercial Development and Investment (CDI)
	Commodity Market Analytics (CMAM)
Program Type	**Communication (COMM)**
	Community Leadership and Development (CLD)
CIP Code	Community Systems and Engagement (CSE)

5. Program Code (Degree Code)

Program Code (Degree Code)	

Notes:

- If program (i.e., major, major with option, degree) is under an approved Degree Code, enter Degree Code (e.g., BAENG is degree code for Bachelor of Arts in English)
- If Program Code (Degree Code) is not known, leave blank and Office of the University Registrar staff (AcadGov) will complete this field.

6. Academic Level

Academic Level	Select... ⌄

Select Undergraduate (UG) or Graduate (GR)

7. Program Type

Program Type	Select Program Type... ⌄

Notes:

- If Academic Level – **Undergraduate (UG)** selected, select one for the following highlighted program types, as applicable:
  Degree
  Institutional Planning Committee
  Major
  Major with Option
  Minor
  Pathways Minor
  Other

- If Academic Level – **Graduate (GR)** selected, select one for the following, as applicable:
  Degree
  Graduate Certificate
  Institutional Planning Committee
  Major
  Major with Option
  Other

Notes:

- Non-highlighted program types (i.e., Institutional Planning Committee, Pathways Minor, Graduate Certificate, and Other) are addressed in other sections of Program Guideline (Press "Ctrl+Home" to return to Table of Contents, place your cursor on the applicable content header, and press "Enter").
- If this proposal is for a new "Degree" and the Institutional Planning Committee has not given approval to move forward with further development of that degree, exit this proposal form and submit a New Program Proposal _ Program Request _ Institutional Planning Committee Guideline (Press "Ctrl+Home" to return to Table of Contents, place cursor on "Institutional Planning Committee" header, and press "Enter"), as illustrated below…

Program Management

New Program Proposal

Program Request   [Institutional Planning Committee   ⌄]

Institutional Planning Committee (IPC) approval required?

ⓘ   ⦿ Yes   ◯ No

Begin Guidelines Specific to Undergraduate (UG) Proposal
(For Graduate (GR), reference Specific Graduate (GR) Proposal Guidelines beginning on page 20)

Academic Level (6)/ Undergraduate (UG) & Program Type (7) _____

Notes:

- Select one of the following "Academic Level" / "Program Type" combinations.
- In support for selected "Academic Level" / "Program Type", applicable form fields will populate.

a. UG_Major selected

Academic Level	Undergraduate (UG)
Program Type	Major

or

b. UG_Major with Option selected

Academic Level	Undergraduate (UG)
Program Type	Major with Option

or

c. UG_Minor Selected

Academic Level	Undergraduate (UG)
Program Type	Minor

or

d. UG_Degree selected

Academic Level	Undergraduate (UG)
Program Type	Degree

Note:

- Prior to submitting a new degree proposal, the Institutional Planning Committee (IPC) must give approval to move forward for further development of proposed new degree.
- If IPC has not given this approval, exit the "Standard" proposal form, and select New Program Proposal _ Program Request _ Institutional Planning Committee, as illustrated below…

Program Management

New Program Proposal

Program Request | Institutional Planning Committee ⌄

Institutional Planning Committee (IPC) approval required?

ⓘ ● Yes   ○ No

UG- 8. CIP Code

CIP Code | [   ]

Notes:
- If known, enter the CIP Code for the currently approved Degree that your major will be under.
- If the CIP Code is not known, leave this field blank and AcadGov staff will provide this information.
- This field will not be visible for Academic Level "Undergraduate (UG)" and Program Type "Minor".

UG- 9. Department (School) / College Fields

Department | Select... ⌄
College | Select College... ⌄

UG- 10. Campus

Campus
- ☐ Alexandria
- ☐ Arlington
- ☐ Blacksburg
- ☐ Innovation Campus
- ☐ Virtual

Note:

This field will not be visible for Academic Level "Undergraduate (UG)" _ Program Type "Minor".

UG- 11. Mode of Delivery

Mode of Delivery
- ☐ Face-to-face
- ☐ Hybrid
- ☐ Distance (100% web-based)

Note:

This field will not be visible for Academic Level "Undergraduate (UG)" _ Program Type "Minor".

UG- 12. Effective Catalog

Effective Catalog | Select... ▾

Notes:
- Select the Effective Catalog requested for the proposed program.
- Effective Catalog defines the student's date of entry catalog program requirements.

UG- 13. First Term/Year Students will be able to enroll

First Term/Year Students will be able to enroll

Note:

The first term available for students to enroll in a catalog academic year is Summer Term (e.g., for Catalog 2024-2025 AY, the first term to enroll in this catalog is Summer 2024).

UG- 14. First Term/Year Students will be able to graduate

First Term/Year Students will be able to graduate

Note:

In most instances, the first term/year to graduate will be the Spring term following the first term to enroll for a catalog AY (e.g., For a Summer 2024 first term/year to enroll, the first term/year to graduate would be Spring 2025).

UG- 15. Impacted Departments to notify

Impacted Department to notify | Impacted Department to notify ⊕

Select... ▾ | ❌

Note:

Attach 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.

UG- 16. Documentation to Establish

Documentation To Establish

Giving consideration to the content topics highlighted following each header, include the requested information, as applicable, in the box provided.

a. Need for Program

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

b. Whom program will serve

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.

c. Administration

Administration: Administrative department/school/college for program, any applicable transition plan, applicable grants, other relevant information.

UG- 17. Program Requirements

Program Requirements

Curriculum

Course List

Degree Core Requirements

Course List

Major Requirements

Course List

Option Required Courses

Course List

Restricted Electives

Course List

Elective Courses

Course List

Pathways to General Education

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

Program Requirements Sections	Section Credit Hours (Where Applicable)
Common Degree Core Requirements	Minimum of 19 for 120 credit hour program (see below calculation)
Major Requirements	
Major Option Required Courses (if applicable)	Minimum of 15
Tracks/Emphasis (if applicable)	
Restricted/Technical Electives (if applicable)	
Pathways to General Education	45
Free Electives	
Total Program Requirement	120

Degree Core Requirements

Common degree core requirement for all majors under a BA/BS is 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 not be double counted to also satisfy Pathways to General Education or any other program area credit hour requirements.

Major Requirements

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

Option Required Courses (if applicable)

If a major has major option(s)…

- The major option program requirements must include the Common Degree Core and major requirements.
- Major option course requirements must be a minimum of 15 credit hours.
- Multiple major options under a degree/major may have courses in common but must include courses that define and distinguish each major option from other major options under the degree/major.

Restricted 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.

Pathways to General Education Requirements

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

With the exception of the Common Degree Core Requirements, courses used to satisfy Pathways to General Education requirements may be double counted to satisfy other program area credit hour requirements (i.e., major, major with option, track/emphasis, restricted/technical elective, and/or elective 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 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.

In support of a uniform presentation of the Pathways 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 includes this information:

<u>Pathways to General Education (45 credits)</u>

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)

1f – Foundational (6 credits) and 1a – Advanced/Applied (3 credits)

<u>or</u>

1f – Foundational (3 credits) and 1a – Advanced/Applied (6 credits)

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

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

<u>Elective Courses</u>

Degree requirements may include a range of hours not controlled by a 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.

<u>Total Credit Hours Required</u>

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 Common Degree Core, major, major option, track/emphasis, restricted/technical elective, electives and Pathways to General Education sections, as applicable, of the program requirements.

Increasing or decreasing the total credit hours by more than three (3) credits (i.e., 4 credits) from what was approved by SCHEV, will require documentation to be sent to SCHEV.

For example, for a bachelor's degree with a total credit hour requirement of 130

- A change of plus or minus 3 credit hours (i.e., reducing the total credit hour to 127 or increasing the total credit hours to 133) will not require SCHEV notification.
- A change in 4 credit hours (i.e., reducing the total credit hour to 124 or increasing the total credit hours to 134) from the approved 130 credit hour requirement will require SCHEV notification.
- Documentation must also be sent to SCHEV if/when the total aggregated increase or decrease—even if by smaller increments over time—exceeds three (3) credits (i.e., 4 credit hours).

To Illustrate:

- o An SCHEV approved 130 credit hour program is reduced by 2 credits hour to 128 credit hour in the catalog for the 2024-2025 AY.
- o In a subsequent catalog, the total program credit hours are reduced by an additional 2 credit hour to 126 credit hours.
- o In this example, the aggregated change is 4 credit hours (i.e., 130 – 126 = 4) and this change in total credit hours will require SCHEV notification.

UG- 18. Proposed Program Requirements

Proposed Program Requirement

a. Resources Needed

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

Giving consideration to the content topics previously highlighted, include the requested information, as applicable, in the box provided.

b. Graduation Requirements

Graduation Requirements

Graduation Requirements, with guidance/clarification, to include, as applicable:

- In-major and overall GPA to graduate.

- o 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.
- o 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 through university academic governance.
- o Courses used to calculate in-major GPA
  - ▪ The courses which are used in the in-major GPA calculation must be clearly indicated in the program requirements.
  - ▪ 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).

- Minimum credits to complete major

- Pre-/co-requisite statement

- Other requirements/guidance, as applicable…

  - o 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.

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

  - o 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.

  - o Unless otherwise indicated, all major courses must be taken on an A-F basis.

  - o Departments/schools must indicate any major courses that are offered on a Pass/Fail only basis.

  - o 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.

  - o A special study course may not be listed to satisfy a program requirement.

c. Acceptable Substitutions

d. Satisfactory Progress Toward Degree
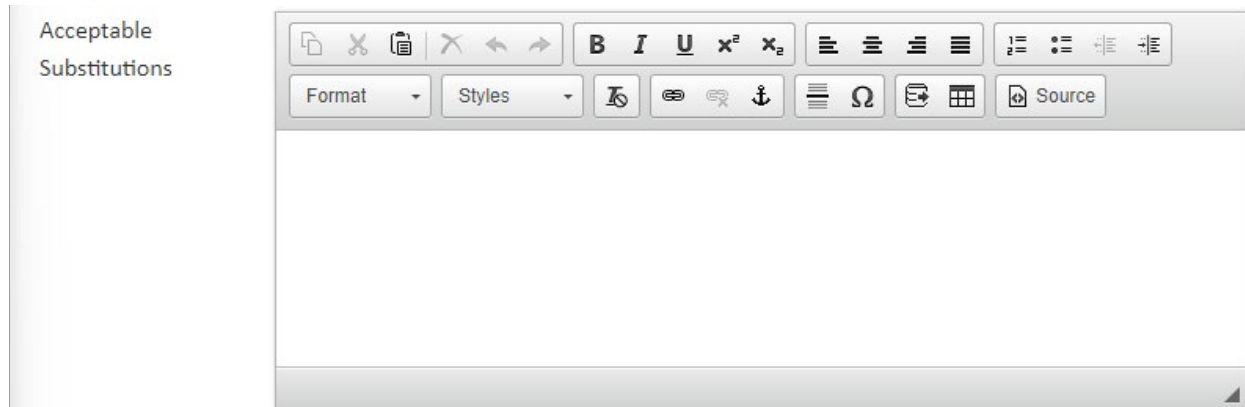
Satisfactory
Progress Toward
Degree

Notes:

- 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 through University Academic Governance.

- 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.

e. Foreign Language Requirement

Foreign Language
Requirement

Notes:

- In order to graduate, undergraduate 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.

f. Roadmap

The "Roadmap" is a presentation of the program curriculum using a "Plan of Study Grid" where the course requirements for each "Year" (i.e., First Year, Second year, etc.) / "Term" (i.e. Fall Semester, Spring Semester, Summer Semester) are outlined on the grid.

UG- 19. Attachments

Note:

Attach a letter of support from Department Head/School Director, or their 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).

UG- 20. Program Proposal – Cancel _ Save Changes _ Admin Save _ Start Workflow Tabs

| Cancel | Save Changes | Admin Save | Start Workflow |

Begin Guidelines Specific to Graduate (GR) Proposals
(For Undergraduate (UG), reference Specific Undergraduate (UG) Proposal Guidelines on page 8)

Academic Level (6)/ Graduate (GR) & Program Type (7) _____

    Notes:

- Select one of the following "Academic Level" / "Program Type" combinations.
- In support for selected "Academic Level" / "Program Type", applicable form fields will populate.

a. Grad_Major selected

| Academic Level | Graduate (GR) |
| Program Type | Major |

or

b. Grad_Major with Option selected

| Academic Level | Graduate (GR) |
| Program Type | Major with Option |

c. Grad_Degree selected

| Academic Level | Graduate (GR) |
| Program Type | Degree |

    Note:

- Prior to submitting a new degree proposal, the Institutional Planning Committee (IPC) must give approval to move forward for further development of a proposed new degree.
- If IPC has not given this approval, exit the "Standard" proposal form, and select New Program Proposal _ Program Request _ Institutional Planning Committee, as illustrated below…

Program Management

New Program Proposal

Program Request | Institutional Planning Committee ▼

Institutional Planning Committee (IPC) approval required?

ⓘ ● Yes ○ No

GR- 8. CIP Code

CIP Code | [   ]

Notes:

- If known, enter the CIP Code for the currently approved Degree your major will be under.
- If the CIP Code is not known, leave the text field blank and AcadGov staff will provide this information.

GR- 9. Department (School) / College Fields

Department | Select... ▼

College | Select College... ▼

Note:

- Be sure when selecting the department and college that the entry includes a numerical code. Without the appropriate code, the proposal will not route correctly and may cause delays in workflow.

GR- 10. Campus

Campus
☐ Alexandria
☐ Arlington
☐ Blacksburg
☐ Innovation Campus
☐ Virtual

GR- 11. Mode of Delivery

Mode of Delivery	☐ Face-to-face
	☐ Hybrid
	☐ Distance (100% web-based)

GR- 12. Effective Catalog

Effective Catalog	Select... ▾

Notes:
- Select the Effective Catalog requested for the proposed program.
- Effective Catalog defines the student's date of entry catalog program requirements.

GR- 13. First Term/Year Students will be able to enroll

First Term/Year Students will be able to enroll

[ ]

Note:
The first term available to enroll in a catalog academic year is Summer Term (e.g., for Catalog 2024-2025 AY, the first term to enroll in this catalog is Summer 2024)

GR- 14. First Term/Year Students will be able to graduate

First Term/Year Students will be able to graduate

[ ]

Note:
In most instances, the first term/year to graduate will be the Spring term following the first term to enroll for a catalog AY (e.g., For a Summer 2024 first term/year to enroll, the first term/year to graduate would be Spring 2025).

GR- 15. Impacted Departments to notify

Impacted Department to notify	⊕
Impacted Department to notify	Select... ▾	✖

Note:
Attach 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.

GR- 16. Documentation to Establish

Documentation To Establish

Giving consideration to the content topics highlighted following each header, include the requested information, as applicable, in the box provided.

a. Need for Program

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

b. Whom program will serve

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.
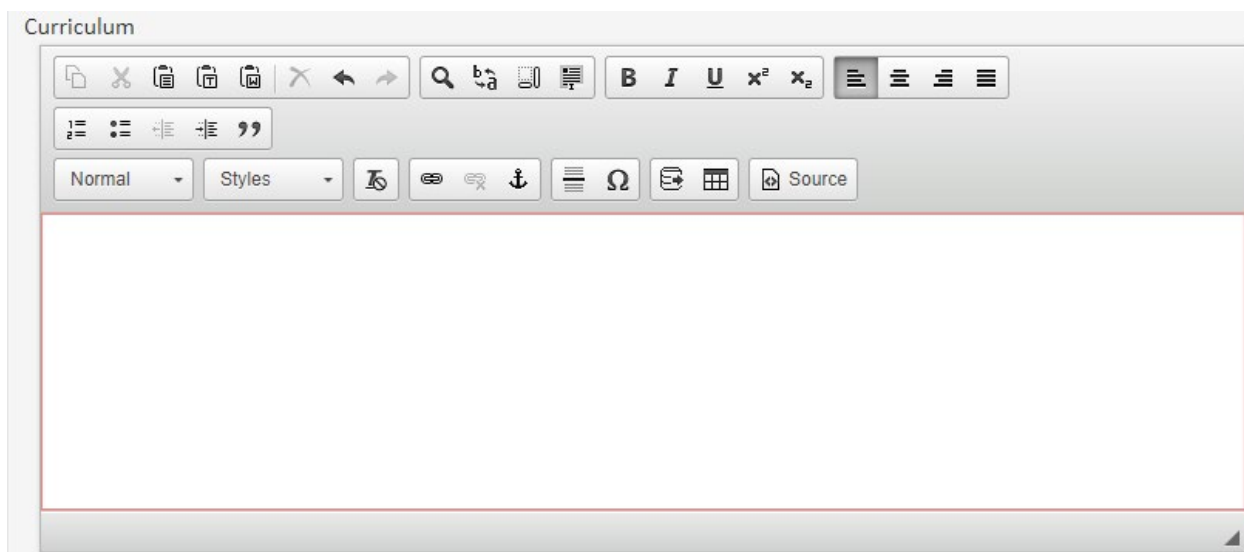
c. Administration

Administration: Administrative department/school/college for program, any applicable transition plan, applicable grants, other relevant information.

GR- 17. Program Requirements

Program Requirements

Curriculum

Reference - outlines of degree/major program section headers with any minimum credit hour requirements:

MA/MS Program Requirements Sections	Section Credit Hours (Where Applicable)
Common Degree Core Requirements	Minimum of 15 credit hour program (see below calculation)
Major Requirements, as applicable	
Major Option Required Courses, as applicable	
Tracks/Emphasis, as applicable	
Restricted/Technical Electives, as applicable	
Free Electives, as applicable	
Total Program Requirement	30

MA/MS Degree Core Requirements

Common degree core requirement for all majors under a MA/MS is 50 percent of total credit hours required for the degree:

Total degree credit hours x 50% = Common Degree Core

(*Example 30 x 50% = 15 minimum common degree core*)

Courses used to satisfy Common Degree Core requirements may not be double counted to also satisfy any other program area credit hour requirements.

PhD Program Requirements Sections	Section Credit Hours (Where Applicable)

Common Degree Core Requirements	Minimum of 15 credit hour program (see below calculation)
Research and Dissertation	30
Major Requirements, as applicable	
Major Option Required Courses, as applicable	
Tracks/Emphasis, as applicable	
Restricted/Technical Electives, as applicable	
Free Electives, as applicable	
Total Program Requirement	90

PhD Degree Core Requirements

Common degree core requirement for all majors under a PhD 25% of total credit hours required for the degree (excluding the dissertation).

Additional clarification – Calculate the core credit requirements after the 30 Research and Dissertation (R&D) hours have been subtracted because a program with 30 R&D hours is an institutional requirement. Any R&D hours beyond that is considered part of the program itself, not an institutional requirement and therefore, is not subtracted to calculate the core credits.

This is the way that SCHEV staff have directed VT to calculate the core requirements for our PhDs - Virginia Tech is the only institution in the state that has the specific institutional requirement of the 30 R&D credits for PhD programs:

For a program requiring 60 R&D hours, subtract the 30 credits required by the institution in order to calculate the core. Therefore for a 90 credit hour PhD…

(Total degree credit hours – 30 R&D) x 25% = Common Degree Core

(*Example (90 -30) x 25% = 15 minimum common degree core*)

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

Major Requirements, as applicable

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

Option Required Courses, as applicable

If a major has major option(s)…

- The major option program requirements must include the Common Degree Core and major requirements.
- Multiple major options under a degree/major may have courses in common but must include courses that define and distinguish each major option from other major options under the degree/major.

Total Credit Hours Required

Indicate the total number of credit hours required for the degree program.

Increasing or decreasing the total credit hours by more than three (3) credits (i.e., 4 credits) from what

was approved by SCHEV, will require documentation to be sent to SCHEV.

For example, for a MA/MS degree with a total credit hour requirement of 34.

- A change of plus or minus 3 credit hours (i.e., reducing the total credit hour to 31 or increasing the total credit hours to 37) will not require SCHEV notification.

- A change in 4 credit hours (i.e., reducing the total credit hour to 30 or increasing the total credit hours to 38) from the approved 34 credit hour requirement will require SCHEV notification.

- Documentation must also be sent to SCHEV if/when the total aggregated increase or decrease—even if by smaller increments over time—exceeds three (3) credits (i.e., 4 credit hours).

   To Illustrate:

   o An SCHEV approved 34 credit hour program is reduced by 2 credit hours to 32 credit hours in the catalog for the 2024-2025 AY.

   o In a subsequent catalog, the total program credit hours are reduced by an additional 2 credit hours to 30 credit hours.

   o In this example, the aggregated change is 4 credit hours (i.e., 34 – 30 = 4) and this change in total credit hours will require SCHEV notification.

GR- 18. Proposed Program Requirements

Proposed Program Requirement

a. Resources Needed

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

Giving consideration to the content topics highlighted previously, include the requested information, as applicable, in the box provided.

b. Graduation Requirements

Graduation Requirements

Notes to include, as applicable:

- Minimum GPA to graduate
- Minimum credits to complete major

To navigate back to Table of Content Page – Press "Ctrl+Home"

- Testing requirements (i.e., TOEFL, GRE)
- Others, as applicable

c. Acceptable Substitutions

GR- 19. Attachments

Note:

Attach a letter of support from Department Head/School Director, or their 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).

GR- 20. Program Proposal – Cancel _ Save Changes _ Admin Save _ Start Workflow Tabs

IV. New Pathways Minor Guidelines:

Note: Boxes outlined in Red are required fields and must be completed prior to moving your proposal forward to Courseleaf workflow.

1. Program Request Type Field

New Program Proposal

Program Request   [Pathways Minor ▾]

Select program type, as applicable:
  Standard
  Pathways Minor
  Graduate Certificate
  Institutional Planning Committee

Notes:
- In support for a "New Program Proposal," the following Program Guideline content assumes "Program Request" "Pathways Minor" is selected.
- If completing program revision
  - ○ See Guidelines section "II. Program Requirement Transition/Revision from current Courseleaf catalog to Next Courseleaf Catalog"
  - ○ Fields will be populated with previously approved program proposal content.
  - ○ Edits to this content will be "redlined."

2. Contact Information Fields

Contact Information:

Department Contact Name   [   ]

Contact Phone   [   ]   Contact E-mail   [@vt.edu   ]

Provide associated Dept/School contact information for person proposing new or revised program.

General Information

3. Program Title

Program Title   [   ]
70 characters remaining

Provide proposal Pathways Minor name.

4. Field of Study Code

| Field of Study Code | Select... ⌄ |

If new program, select "Other – Proposed New Code (NEW)

| Field of Study Code | Other - Propose New Code (NEW) ⌄ |
| Proposed Field of Study Code | |

Present requested "Proposed Field of Study Code". The Office of the University Registrar AcadGov section will confirm requested code is available or work with department/school to identify an available field of study code.

If related to currently approved Field of Study, select applicable field of study (to illustrate, begin typing "adap" in field box, and select highlighted "Adaptive Brain and Behavior (ABB))

| Field of Study Code | Adaptive Brain and Behavior (ABB) ⌄ |

5. Program Code (Degree Code)

| Program Code (Degree Code) | |

N/A for Pathways Minor.

6. Academic Level

| Academic Level | Select... ⌄ |

Select Undergraduate (UG)

7. Program Type

| Program Type | Pathways Minor ⌄ |

Select Pathways Minor

8. Department (School) / College Fields

| Department | Select... ⌄ |
| College | Select College... ⌄ |

9. Effective Catalog

Effective Catalog	Select... ⌄

> Notes:
> - Select the Effective Catalog requested for the proposed program.
> - Effective Catalog defines the student's date of entry catalog program requirements.

10. First Term/Year Students will be able to enroll

First Term/Year Students will be able to enroll

> Note:
>
> The first term available to enroll in a catalog academic year is Summer Term (e.g., for Catalog 2024-2025 AY, the first term to enroll in this catalog is Summer 2024)

11. First Term/Year Students will be able to graduate

First Term/Year Students will be able to graduate

> Note:
>
> In most instances, the first term/year to graduate will be the Spring term following the first term to enroll for a catalog AY (e.g., For a Summer 2024 first term/year to enroll, the first term/year to graduate would be Spring 2025).

12. Impacted Departments to notify

Impacted Department to notify	⊕
Select... ⌄	❌

(Row label: Impacted Department to notify)

> Note:
>
> Attach 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.

13. Documentation to Establish

Documentation To Establish

Giving consideration to the content topics highlighted following each header, include the requested information, as applicable, in the box provided.

a. Need for Program

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

b. Whom program will serve

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.

c. Administration

Administration: Administrative department/school/college for program, any applicable transition plan, applicable grants, other relevant information.

Part II: Pathways Minor Proposal Documentation

Part II: Pathways Minor Proposal Documentation

14. Pathways Minor Table

Pathways Minor Table

Course Number & Title	Type	Pathways Core Concept Outcome(s)	Pathways Integrative Outcome(s)	Introductory, Middle, or Capstone	⊕
	Select... ∨				⊗ ⇧ ⇩

Complete Pathways Minor Table (List all Pathways courses associated with this Minor)

15. Brief Narrative

```
┌──────────────────────────────────────────────────────┐
│                                                        │
│                                                        │
│                                                        │
│                                                        │
└──────────────────────────────────────────────────────┘
```

Brief narrative describing the minor (recommended <200 words) Narrative should answer:

    a) What curricular need does the proposed minor fill?

    b) How will this benefit students?

    c) Who is the audience for this minor?

16. Curriculum Map

Pathways Minors have a beginning, middle, and end. Describe that alignment below.

a. Describe Introductory/Foundational Experience

```
┌──────────────────────────────────────────────────────┐
│                                                        │
│                                                        │
└──────────────────────────────────────────────────────┘
```

Describe the introductory/foundational experience. How are students introduced to this minor?

b. Describe Mid-Level Experience

```
┌──────────────────────────────────────────────────────┐
│                                                        │
│                                                        │
└──────────────────────────────────────────────────────┘
```

Describe the mid-level experience. How does this build on the foundational experience?

c. Describe Capstone Experience

```
┌──────────────────────────────────────────────────────┐
│                                                        │
│                                                        │
└──────────────────────────────────────────────────────┘
```

Describe the capstone experience. What are students doing to tie it all together?

17. Pathways Program Requirements

Program Requirements

18. Proposed Program Requirements

Proposed Program Requirement

a. Resources Needed

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

Giving consideration to the content topics highlighted following above, include the requested information, as applicable, in the box provided.

b. Graduation Requirements

Graduation
Requirements

Notes to include, as applicable:

- Minimum credits to complete minor (Minor must require a minimum of 18 credit hours).
- Minimum GPA requirement
- Pre-/co-requisite statement
- Minimum of 6 credit hours at 3XXX and/or 4XXX level, as applicable
- Others, as applicable

19. Attachments

Note:

Attach a letter of support from Department Head/School Director, or their 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).

20. Program Proposal – Cancel _ Save Changes _ Admin Save _ Start Workflow Tabs

V. New Graduate Certificate Guidelines:

Note: Boxes outlined in Red are required fields and must be completed prior to moving proposal forward to Courseleaf workflow.

1. Program Request Type Field

New Program Proposal

Program Request   [Graduate Certificate ⌄]

> Select program type, as applicable:
>   Standard
>   Pathways Minor
>   <mark>Graduate Certificate</mark>
>   Institutional Planning Committee

2. Institutional Planning Committee (IPC) Approval Required

Institutional Planning Committee (IPC) approval required?
    ⊙   ☐ Yes   ☐ No

> If "Yes" (i.e., IPC has approved to move forward)

Institutional Planning Committee (IPC) approval required?
    ⊙   ⦿ Yes   ☐ No

New   ☐ Department/School
            ☑ Graduate Certificate

> If "No" (i.e., IPC has not approved to move forward)

Institutional Planning Committee (IPC) approval required?
    ⊙   ☐ Yes   ⦿ No

Please change Program Request above to "Institutional Planning Committee" to obtain approval.

> If this proposal is for a new "Graduate Certificate" and Institutional Planning Committee has not given approval to move forward with further development of degree (i.e., above question is answered "No"), exit this proposal form and submit New Program Proposal _ Program Request _ Institutional Planning Committee Guideline (Press "Ctrl+Home" to return to Table of Contents,

If new program, select "Other – Proposed New Code (NEW)

Field of Study Code	Other - Propose New Code (NEW) ⌄
Proposed Field of Study Code	

Present requested "Proposed Field of Study Code". The Office of the University Registrar AcadGov section will confirm requested code is available or work with department/school to identify an available field of study code.

If related to a currently approved Field of Study, select the applicable field of study.

6. Program Code (Degree Code)

Program Code (Degree Code)	

N/A for Graduate Certificate.

7. Academic Level

Academic Level	Graduate (GR) ⌄

Select Graduate (GR)

8. Program Type

Program Type	Graduate Certificate ⌄

Select Graduate Certificate

9. CIP Code

CIP Code	

Notes:

- If known, enter CIP Code for currently approved Graduate Certificate that major will be under.
- If CIP Code is not known, leave blank and AcadGov staff will provide this information.

10. Department (School) / College Fields

Department	Select... ⌄
College	Select College... ⌄

11. Campus

Campus	
	☐ Alexandria
	☐ Arlington
	☐ Blacksburg
	☐ Innovation Campus
	☐ Virtual

Note:

This field will not be visible for Academic Level "Undergraduate (UG)" _ Program Type "Minor".

12. Mode of Delivery

Mode of Delivery	
	☐ Face-to-face
	☐ Hybrid
	☐ Distance (100% web-based)

Note:

This field will not be visible for Academic Level "Undergraduate (UG)" _ Program Type "Minor".

13. Effective Catalog

Effective Catalog	Select... ⌄

Notes:

- Select the Effective Catalog requested for the proposed program.
- Effective Catalog defines the student's date of entry catalog program requirements.

14. First Term/Year Students will be able to enroll

Note:

The first term available for to enroll in a catalog academic year is Summer Term (e.g., for Catalog 2024-2025 AY, the first term to enroll in this catalog is Summer 2024)

15. First Term/Year Students will be able to graduate

Note:

In most instances, the first term/year to graduate will be the Spring term following the first term to enroll for a catalog AY (e.g., For a Summer 2024 first term/year to enroll, the first term/year to graduate would be Spring 2025).

16. Impacted Departments to notify

Note:

Attach 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.

17. Program Requirements

18. Learning Outcomes

19. Proposed Program Requirements

To navigate back to Table of Content Page – Press "Ctrl+Home"

a. Resources Needed

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

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.

b. Admissions Criteria

Admissions Criteria

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?

c. Curriculum Requirements

Curriculum Requirements

Provide a summary of the curriculum's focus. Indicate the total number of credit hours required (the required number of courses varies, with a minimum of 12 credit hours and a 2 maximum of 24 credit hours). 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.

d. Curriculum Requirements and Description

Curriculum Requirements and Description

N/A

This entry box is redundant to the above and will be removed. Noting that this is a required field, please place N/A in box at this time.

e. Course Descriptions

Course Descriptions

Provide course descriptions for all of the required and restricted elective courses included in the graduate certificate curriculum. Please label subheading "Required courses" and "Elective Courses." Include course number, credit hour, course description, and reference to any pre-/co-requisite(s), as applicable.

f. Description of Certificate

Description of
Certificate ⑦

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 description of the core courses.

g. Target Audience

Target Audience ⑦

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? Will individuals outside Virginia Tech be eligible to participate in the program?

h. Time to Complete

Time to Complete
⑦

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

i. Faculty Credentialing

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 are necessary to offer the program.

j. Affiliated Faculty

Affiliated Faculty 🔵

Role	Name	➕
		❌ ⬆ ⬇
		❌ ⬆ ⬇

List faculty affiliated with the program.

k. Delivery Format

Delivery Format 🔵

Include a narrative to explain how the program will be delivered. If traditional, indicate the 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.

l. Gainful Employment

Gainful
Employment 🔵

Please indicate that the certificate program is not under a gainful employment program and will not come under gainful employment regulations or include a statement indicating whether the certificate program alone may "prepare students for gainful employment in a recognized occupation."

20. Attachments

Attachments

Letters/Emails of Support for non-department courses listed to satisfy a new program requirement

[Attach File]

Uploaded Files:

Files To Be Uploaded:

Supporting Documentation

[Attach File]

Uploaded Files:

Files To Be Uploaded:

Note:

Attach a letter of support from the Department Head/School Director, or their 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).

21. Program Proposal – Cancel _ Save Changes _ Admin Save _ Start Workflow Tabs

[Cancel] [Save Changes] [Admin Save] [Start Workflow]

VI. Institutional Planning Committee Guidelines:

Note: Boxes outlined in Red are required fields and must be completed prior to moving proposal forward to Courseleaf workflow.

In support for a "New Program Proposal," the following Program Guideline content assumes "Program Request" "Institutional Planning Committee" is selected.

1. Program Request Type Field

Program Request	Institutional Planning Committee ⌄

Select program type, as applicable:
        Standard
        Pathways Minor
        Graduate Certificate
        Institutional Planning Committee

In support for a "New Program Proposal," the following Program Guideline content assumes "Program Request" "Institutional Planning Committee" is selected.

2. Institutional Planning Committee (IPC) approval required?

Institutional Planning Committee (IPC) approval required?
    ☉   ☐ Yes   ☐ No

Note: If the Institutional Planning Committee has already approved the initial proposal, please change Program Request from Institutional Planning Committee (e.g, Standard, Graduate Certificate) and return to Table of Contents Page (Press "Ctrl+Home) and select applicable section of guidelines for the proposal to be submitted.

Check Yes, if proposing the following and check applicable box(es):
Institutional Planning Committee (IPC) approval required?
    ☉   ⦿ Yes   ☐ No

New
        ☐   Department/School
        ☐   Degree
        ☐   Graduate Certificate
        ☐   Joint Degree
        ☐   Site
Degree Level
        ☐   Bachelors
        ☐   Masters
        ☐   Doctoral
        ☐   Graduate Certificate

⎕   Other

Change

⎕   CIP Code

⎕   Degree Program Title

⎕   Total Degree Credits

⎕   Delivery Format or Site

⎕   Merge Existing Degree Program

⎕   Reorganize Department or School

Close/Discontinue

⎕   Department or School

⎕   Degree

⎕   Department or School

Other, SCHEV review/approval related item, not listed above

Check No, if none of the above are applicable.

Institutional Planning Committee (IPC) approval required?

ⓘ   ◯ Yes   ◉ No

If "No" is checked and it is confirmed that the proposal type does note require IPC review/approval, please return Table of Contents Page (Press "Ctrl+Home) and select applicable section of guidelines for the proposal to be submitted.

3. Contact Information Fields

Contact Information:

Department Contact Name	
Contact Phone	Contact E-mail @vt.edu

Provide associated Dept/School contact information for person proposing new or revised program.

General Information

4. Program Title

Program Title	

70 characters remaining

Provide requested proposal name in alignment with box(es) checked above.

5. Academic Level

Academic Level	Select... ▾

Select Undergraduate (UG) or Graduate (GR)

6. CIP Code

CIP Code	

Notes:

- If known, enter the CIP Code for the currently approved Degree that major will be under.
- If a CIP Code is not known, leave the text field blank and AcadGov staff will provide this information.

7. Department (School) / College Fields

Department	Select... ⌄
College	Select College... ⌄

8. Campus

Campus	☐ Alexandria
	☐ Arlington
	☐ Blacksburg
	☐ Innovation Campus
	☐ Virtual

Note:

This field will not be visible for Academic Level "Undergraduate (UG)" _ Program Type "Minor".

9. Mode of Delivery

Mode of Delivery	☐ Face-to-face
	☐ Hybrid
	☐ Distance (100% web-based)

Note:

This field will not be visible for Academic Level "Undergraduate (UG)" _ Program Type "Minor".

10. Effective Catalog

Effective Catalog	Select... ⌄

Notes:

- Select the Effective Catalog requested for the proposed program.
- Effective Catalog defines the student's date of entry catalog program requirements.

11. Impacted Departments to notify

Note:

Attach 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.

12. Overview

Overview – Provide a brief description of the action and why it is needed:

13. Relevance

Relevance - Explain how this action connects to the strategic plan of the college and the university

14. Attachments

Attachments

Letters/Emails of Support for non-department courses listed to satisfy a new program requirement

Attach File

Uploaded Files:

Files To Be Uploaded:

Supporting Documentation

Attach File

Uploaded Files:

Files To Be Uploaded:

Note:

Attach a letter of support from Department Head/School Director, or their 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).

15. Program Proposal – Cancel _ Save Changes _ Admin Save _ Start Workflow Tabs
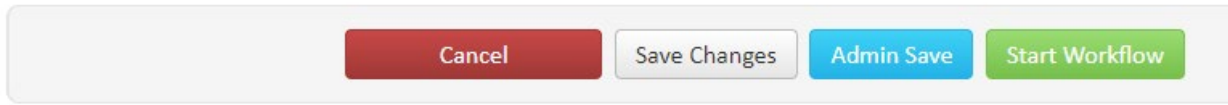
Example Workflows

- Please note that while there are differences between the three main submission types, certain constants remain (Department Chair, Associate Dean, Office of the University Registrar, etc.)
- A common cause for proposals being rolledback are fields not populating, so confirm that the entry includes the numerical code when selecting the Department and College.
- Green text indicates the course has cleared that step of the workflow and orange denotes that it is still awaiting approval. Gray text indicates the proposal has not yet reached that step.
- Please note that the University Curriculum Committee for General Education (UCCGE) approves proposals during scheduled meetings and not on a rolling basis.

New Standard Proposal	Revised Proposal
In Workflow	In Workflow
1. 0047 Department Chair UG	1. 0051 Department Chair UG
2. 07 Associate Dean View UG	2. 07 Associate Dean View UG
3. Registrar 15 Day Review	3. Registrar 15 Day Review
4. 07 College Curriculum Committee Chair UG	4. 07 College Curriculum Committee Chair UG
5. Registrar	5. Registrar

*Please note the numerical codes preceding the Department Chair and Associate Dean steps that ensure the proposal routes correctly.

New Pathways Minor	**New Graduate Certificate**
In Workflow	In Workflow
1. 0346 Department Chair UG	1. 0062 Department Chair GR
2. 07 Associate Dean View UG	2. 07 Associate Dean View GR
3. Registrar 15 Day Review	3. SCHEV Liaison Office 15 Day Review
4. Pathways Gen Ed Office 15 Day Review	4. Registrar 15 Day Review
5. UCCGE Chair	5. 07 College Curriculum Committee Chair GR
6. 07 College Curriculum Committee Chair UG	6. SCHEV Liaison Office
7. Registrar	7. Registrar

*Please note the additional "Pathways General Education Office" approval (step 4) necessary for Pathways submissions as well as the additional "UCCGE" step (5).

*Additionally, a New Graduate Certificate submission necessitates "SCHEV Liaison" approval at two separate steps (steps 3 and 6 in the example).