

UNIVERSITY OF VIRGINIA
APPROVAL PROCESSES – AS OF October 21, 2016

Note: This Matrix is Not Intended to Represent SCHEV or SACSCOC Official Policy

For greater detail on the required reviews and approvals associated with these actions, including definitions and applicable University policies, see www.virginia.edu/sacs/procedures.html.

ACTION ¹	Library FYI	MOU Required	Faculty ² Approval	Dean ³ Approval	Senate ⁴ Approval	SC ⁵ Review	Provost ⁶ Approval	President Approval	BOV Approval	SCHEV Approval	SACSCOC Approval
New Actions											
Articulation agreement	NO	YES	NO	YES	NO	YES	NO	YES	FYI ONLY	NO	YES IF SC
Branch campus of U.Va.	YES	YES	----	----	YES	YES	YES	YES	YES	YES	YES
Center or institute (non-degree)	YES	NO	NO	YES	NO	NO	YES	NO	NO	NO	NO
Certificate program ⁷	YES	NO	YES	YES	YES	YES	YES	NO	NO	FYI ONLY ⁸	YES IF SC
Concentration, minor, or track	NO	NO	YES	YES	YES	NO	YES	NO	NO	NO ⁹	NO
Interdisciplinary major (A&S) ⁷	YES	NO	YES	YES	YES	YES	YES	NO	NO	NO	YES IF SC
Degree program ⁷	YES	NO	YES	YES	YES	YES	YES	YES	YES	YES	YES IF SC
Department	YES	NO	YES	YES	NO	NO	YES	YES	NO	YES	NO
Dual degrees (existing) – internal partner	NO	YES ¹⁰	YES	YES	NO	YES	YES	NO	FYI ONLY	NO	YES IF SC
Dual degrees (existing) – external partner	NO	YES ¹¹	YES	YES	NO	YES	YES	NO	FYI ONLY	NO	YES ¹²
Joint degree with another institution ⁷	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES ¹²
Site: Offering existing credential at approved site	NO	NO	YES	YES	NO	NO	YES	NO	NO	NO	NO
Site: Offering existing credential at unapproved site	YES	YES	YES	YES	NO	YES	YES	NO	NO	YES	YES
Threshold Monitoring											
Degree of instruction at existing offsite location	----	----	----	----	----	YES	----	----	----	----	YES IF SC

¹ Upon initiation of an action, the University Registrar (UREG) is notified, as well as other relevant parties. Upon completion of an action, UREG, in addition to any “FYI ONLY” parties, are copied on the letter of approval. Depending on the nature of the action, additional approvals from the U.S. Department of Education, the U.S. Department of Veterans Affairs, and the U.S. Department of Homeland Security, among others, may be required. Consult with the Office of the Executive Vice President and Provost for additional guidance.

² Faculty approval, including the nature and level(s) of such approval, is subject to the governance policies and procedures of individual schools and the BOV’s [Policy on the Faculty Role in University Governance](#) (BOV-006). Examples of such approval include that of program faculty, department faculty, curriculum committees, school-wide faculty bodies, etc.).

³ Whenever an action, whether a change or new, affects faculty, students and/or programs in more than one school, the dean requesting the action should consult with the corresponding dean(s).

⁴ Includes the Academic Affairs Committee, Executive Council, and the Faculty Senate.

⁵ SC = Substantive Change. If “YES,” the action must be reviewed by the provost’s office for compliance with SACSCOC policy on *Substantive Change for Accredited Institutions of the Commission on Colleges*.

⁶ For actions that require approval of both the provost and the Faculty Senate, the provost reviews/approves the action prior to submission to the Academic Affairs Committee and after approval (if forthcoming) of the full Faculty Senate.

⁷ Proposals for new degree programs, interdisciplinary majors, and certificates must be reviewed by Institutional Assessment and Studies (IAS) to ensure an acceptable assessment plan is included.

⁸ Post-master’s certificate programs are considered new degree programs and require SCHEV approval.

⁹ Concentrations and tracks within licensure-qualifying degree programs require SCHEV approval.

¹⁰ MOU must be reviewed by the Office of the Executive Vice President and Provost, Student Financial Services (SFS), and the University Registrar (UREG).

¹¹ MOU is subject to the [Policy on Academic Approval and Signatory Authority for Academic Program Agreements](#) (FIN-035).

¹² See SACSCOC policy, [Agreements Involving Joint and Dual Academic Awards: Policy and Procedures](#) for guidance on content required in the MOU and reporting requirements.

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Changes to Existing											
Change CIP Code	NO	NO	NO	YES	NO	NO	YES	NO	NO	YES	NO
Change degree/certificate program length	NO	NO	YES	YES	NO	YES	YES	NO	NO	MAYBE	YES IF SC
Change certificate program title	NO	NO	YES	YES	YES	NO	YES	NO	NO	FYI ONLY	NO
Change concentration, minor, or track title	NO	NO	YES	YES	YES	NO	YES	NO	NO	NO	NO
Change degree program title	NO	NO	YES	YES	YES	NO	YES	YES	YES	YES	NO
Change delivery format (e.g., distance, executive) ¹³	NO	NO	YES	YES	NO	YES	YES	NO	NO	FYI ONLY ¹⁴	YES IF SC
Change department name, degree-granting	NO	NO	YES	YES	NO	NO	YES	YES	NO	YES	NO
Change department name, non-degree granting	NO	NO	YES	YES	NO	NO	YES	NO	NO	YES	NO
Change degree program licensure option	NO	NO	YES	YES	NO	NO	YES	NO	NO	YES	NO
Change U.Va. Statement of Purpose	----	NO	----	----	YES	YES	YES	YES	YES	YES	YES, IF SC
Close center or institute (non-degree)	NO	NO	NO	YES	NO	NO	FYI ONLY	NO	NO	NO	NO
Close concentration, minor, or track	NO	NO	YES	YES	YES	NO	YES	NO	NO	NO ⁹	NO
Close certificate program	YES	NO	YES	YES	YES	YES	YES	NO	NO	FYI ONLY	YES
Close degree program	YES	NO	YES	YES	YES	YES	YES	YES	YES	FYI ONLY ¹⁵	YES
Close department	NO	NO	NO	YES	NO	NO	YES	YES	NO	YES	NO
Merge existing degree programs	NO	NO	YES	YES	YES	NO	YES	YES	YES	YES	NO

¹³ Distance education programs that will be offered to individuals residing outside the Commonwealth must be reviewed for compliance with individual state regulations.

¹⁴ If maintaining the delivery format of the program as approved by Council; if ceasing to offer the program in the original format, SCHEV approval is required.

¹⁵ Notification is required; the intent to close a program in a Critical Shortage area, as defined by SCHEV, requires additional information and possible approval.