



Application for New Program Approval

Institution Name:				Date Submitted:	
Institutional Accreditation Agency					
The Virginia campus location where the program will be offered. (Each branch campus requires a separate form)					
List all out-of-state campuses where the program is currently offered. (out-of-state institutions only)					
Program Title: (program name must adhere to the CIP taxonomy maintained by the National Center for Education Statistics)					
Classification of Instructional Program (CIP) code: http://nces.ed.gov/ipeds/cipcode/default.aspx?y=55					
This new Program conforms to the institutional accreditation:				YES <input type="checkbox"/>	NO <input type="checkbox"/>
The program will be offered in the following format:		Face-to-Face <input type="checkbox"/>	On-Line <input type="checkbox"/>	Hybrid <input type="checkbox"/>	
Is the institution accredited?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Accreditation Agency		

Degree or Credential to be Awarded

Degree or Credential Type: (Select One)

<input type="checkbox"/>	Diploma	<input type="checkbox"/>	Bachelor of Arts (B. A.)
<input type="checkbox"/>	Certificate	<input type="checkbox"/>	Bachelor of Science (B. S.)
<input type="checkbox"/>	Associate of Applied Science (A. A. S.)	<input type="checkbox"/>	Master of Arts (M. A.)
<input type="checkbox"/>	Associate of Occupational Science (A. O. S.)	<input type="checkbox"/>	Master of Science (M. S.)
<input type="checkbox"/>	Associate of Science (A. S.)	<input type="checkbox"/>	Doctoral (Ph.D)
<input type="checkbox"/>	Associate of Arts (A. A.)	<input type="checkbox"/>	Other:

Does the Institution currently award this level of degree or credential for other programs? YES ☐ NO ☐

Program Duration		Total Instructional Hours		Program Cost	
<input type="checkbox"/>	Clock Hours	number of hours	Classroom Hours		Tuition
<input type="checkbox"/>	Credit Hours	number of hours	Lab Hours		Registration Fee
Externship/Clinical Hours					Books and Materials
Total Hours					Other Costs
Anticipated Start Date:					Total Program Cost

Program Objective/Description: Provide anticipated student learning outcomes. (Include a statement demonstrating how the proposed program is consistent with the institution's stated purpose.)

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Program Breakdown by Course (attach additional sheet if needed to include all courses offered in program) *Unaccredited institutions must submit course descriptions.*

Course Number	Course Title	Course Length	Hours
			Credit Hours <input type="checkbox"/> Clock Hours <input type="checkbox"/>
			Credit Hours <input type="checkbox"/> Clock Hours <input type="checkbox"/>
			Credit Hours <input type="checkbox"/> Clock Hours <input type="checkbox"/>
			Credit Hours <input type="checkbox"/> Clock Hours <input type="checkbox"/>
			Credit Hours <input type="checkbox"/> Clock Hours <input type="checkbox"/>

For Programs Requiring Externship/Clinical Experiences:

If the program requires students to complete an externship/clinical experience, attach copies of agreements between the institution and all clinical sites.

Standard Occupational Classification

Standard Occupation Classification (SOC) codes are published by the Department of Labor and are available at www.bls.gov/soc. There is a crosswalk between CIP and SOC codes that can be found at: www.onetonline.org/crosswalk.

Provide the relevant SOC codes and titles that correspond to the programs selected CIP code that best match the jobs program graduates will get after completion of this program. Example 11-1011.00 – Chief Executive

1. -- - - - - - - - - - -
2. -- - - - - - - - - - -
3. -- - - - - - - - - - -
4. -- - - - - - - - - - -
5. -- - - - - - - - - - -

For CIP codes that do not crosswalk to one or more SOC codes, institutions can add a SOC code that aligns significantly and substantively with the program learning outcomes, provided that the institution has evidence that graduates of the program will be qualified to find employment in that field.

The SOC codes that an institution should use for ESL and ESOL programs should be the SOC codes that align with the employment of the students who complete the program.

For institutions of Higher Education Only

As required by 8VAC40-31-140, the institution shall ensure that: (i) a properly credentialed and course qualified instructor teaches each course; (ii) a credentialed and course qualified academic advisor is available to meet the concerns of the student, and that a student contact by any method will elicit a response from the advisor within a reasonable timeline; (iii) continual curriculum development and oversight for each major and concentration/track is maintained; and (iv) a program director is named and designated to oversee each program area.

Will the institution satisfy the above requirement? YES ☐ NO ☐

For Non-Degree Schools Only

If certification by exam or license is required to work in the field, please provide evidence that the institution is authorized by the state or certifying corporation. Additionally, please provide evidence that the program conforms to state, federal, trade, or manufacturing standards of training for the occupational field.

For Non-Degree Schools Only

Faculty, if teaching technical courses for programs not leading to a degree and not offered as degree credit, must either (i) hold an associate degree from an accredited college or university in the discipline being taught or (ii) possess a minimum of two years of technical/occupational experience in the area of teaching responsibility or a related area. The instructor must hold the appropriate certificate or license in the field, if certification or licensure is required to work in the field.

Will all faculty members satisfy the above requirement?

YES ☐

NO ☐

Mail form and company or cashiers' check, in the amount of \$100, made payable to the

Treasurer of Virginia, to:

State Council of Higher Education for Virginia

ATTN: Private Postsecondary Education

101 N. 14th Street, 9th Floor

James Monroe Building, Richmond VA 23219

SCHEV Use Only:

Date Received: _____ Date Processed: _____

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