2023-2024 institutional review and approval timeline for the development and modification of academic programs

1. Schedule an intake with Dr. Veronica Powell Shuford (vshuford@vsu.edu) as early as possible to discuss the creation of a new academic program or a program modification, review the timeline, and obtain sample documents and templates. SCHEV accepts program announcements for new degree programs twice per year: March 1 and September 1. The full proposal is due to SCHEV within 60 days of Board of Visitors (BOV) approval. Public institutions have two years from BOV approval to obtain SCHEV approval.
2. A prerequisite to the institutional review and approval process is the approval of the curriculum request by the department-level curriculum committee and the college-level curriculum committee, including completing all forms for associated course modifications and program modifications. All approvals for curriculum requests must be dated for the academic year in which the request is made.
3. The curriculum request form and SCHEV proposal (if applicable) must be submitted to the Office of Planning and Institutional Effectiveness for review according to the schedule outlined below. After review by the SCHEV liaison, the faculty initiator must email the proposal and/or curriculum request form to the Undergraduate Curriculum Committee (UCC) at ucc@vsu.edu or the Graduate Curriculum Committee (GCC) at gcc@vsu.edu.
4. The next step in the institutional review and approval process is a review by the appropriate university-level curriculum committee: the UCC or the GCC. Following approval by the university-level curriculum committee, the curriculum request form and proposal are reviewed for approval by the Curriculum and Academic Issues Committee (CAIC), the Faculty Senate, and the Office of the Provost.
5. Upon approval by the Board of Visitors, proposals to create or modify academic programs will be submitted to the State Council of Higher Education for Virginia (SCHEV) for review and approval according to the SCHEV Academic Affairs Policy. The Office of Planning and Institutional Effectiveness will also notify or seek approval from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
6. Curriculum requests that do not require SCHEV approval, must start with department-level approval and then submitted with the committees below.
7. The Office of Planning and Institutional Effectiveness will coordinate the submission of proposals to SCHEV in accordance with the SCHEV Academic Program Approval Policy.

Undergraduate certificate and degree programs

Office of Planning and Institutional Effectiveness (OPIE) Deadline	Undergraduate Curriculum Committee (UCC) Submission Deadline	UCC Meeting	Curriculum and Academic Issues Committee (CAIC) Meeting	Faculty Senate Meeting - Executive Committee	Office of the Provost	Board of Visitors Meeting
Sept. 6, 2023	Sept. 20, 2023	Oct. 4, 2023	Oct. 11, 2023	Oct. 18, 2023	Oct. 25, 2023	Nov. 16-17, 2023
Sept. 11, 2023	Oct 25, 2023	Nov. 1, 2023	Nov. 8, 2023	Dec. 13, 2023	Jan. 10, 2024	Feb. 8-9, 2024
Nov. 8, 2023	Nov. 22, 2023	Dec. 6, 2023	Dec. 13, 2023	Jan. 17, 2024	Jan. 24, 2024	Feb. 8-9, 2024
Jan. 10, 2024	Jan. 24, 2024	Feb. 7, 2024	Jan. 17, 2024	Feb. 14, 2024	Feb. 21, 2024	Apr. 25-26, 2024
Feb. 7, 2024	Feb. 21, 2024	Mar. 6, 2024	Feb. 14, 2024	Mar. 20, 2024	Mar. 27, 2024	Apr. 25-26, 2024
Mar. 6, 2024	Mar. 20, 2024	Apr. 3, 2024	Mar 13, 2024	Apr. 10, 2024	April 17, 2024	Apr. 25-26, 2024

Undergraduate SCHEV proposals and curriculum request forms must be submitted to ucc@vsu.edu.

Graduate certificate and degree programs

Office of Planning and Institutional Effectiveness (OPIE) Deadline	Graduate Curriculum Committee (GCC) Submission Deadline	GCC Meeting	Curriculum and Academic Issues Committee (CAIC) Meeting	Faculty Senate Meeting - Executive Committee	Office of the Provost	Board of Visitors Meeting
Sept. 6, 2023	Sept. 20, 2023	Oct. 4, 2023	Oct. 11, 2023	Oct. 18, 2023	Oct. 25, 2023	Nov. 16-17, 2023
Sept. 11, 2023	Oct 25, 2023	Nov. 1, 2023	Nov. 8, 2023	Dec. 13, 2023	Jan. 10, 2024	Feb. 8-9, 2024
Nov. 8, 2023	Nov. 22, 2023	Dec. 6, 2023	Dec. 13, 2023	Jan. 17, 2024	Jan. 24. 2024	Feb. 8-9, 2024
Jan. 10, 2024	Jan. 24, 2024	Feb. 7, 2024	Jan. 17, 2024	Feb. 14, 2024	Feb. 21, 2024	Apr. 25-26, 2024
Feb. 7, 2024	Feb. 21, 2024	Mar. 6, 2024	Feb. 14, 2024	Mar. 20, 2024	Mar. 27, 2024	Apr. 25-26, 2024
Mar. 6, 2024	Mar. 20, 2024	Apr. 3, 2024	Mar 13, 2024	Apr. 10, 2024	April 17, 2024	Apr. 25-26, 2024

Graduate SCHEV proposals and curriculum request forms must be submitted to gcc@vsu.edu.