**Part I: Supplemental Information**

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| 1. If a study was conducted to determine the feasibility of the proposed organizational change, please summarize its findings here and attach a copy of the full report. If no such feasibility study was conducted, summarize a needs assessment (the institution’s need for the change, and/or the needs of students, citizens, employers, the local area, the region, the Commonwealth) here and attach a detailed description of the necessity for the proposed organizational change.      |
| 2. Summarize here and attach a detailed description of the anticipated effect(s) of the proposed change on the institution’s mission, scope, curriculum and budget.      |
| 3. If the proposed organizational change will involve the **reorganization** of existing an academic unit or units, please summarize here. Indicate the nature of the reorganization and the name and location of the academic unit(s). Attach a detailed description of the impact of the proposed change on operating costs including, personnel salaries, facilities, equipment, and other specific items, if needed. Note, separate documentation may be required for the reorganization of academic units associated with the proposed organizational change.      |
| 4. If the proposed change will involve the **establishment of a new academic unit or units**, please summarize here. Indicate the name and location of the proposed new unit(s). Attach a detailed description of the anticipated operating costs, including costs of and number of personnel in each of the following categories: administrative salaries, faculty salaries, clerical/support salaries, and other costs (itemized). Indicate for which, if any, of the categories indicated the institution will be requesting new state appropriations. Note, separate documentation will be required for the establishment of a new academic unit or units associated with the proposed organizational change.      If the new organizational unit(s) will be funded in part by a source or sources other than state appropriations, summarize here and attach a detailed description of these anticipated private funds (source, amount, duration, and planned use).      |