

Instructions for Submission of Documentation to Academic Affairs State Council of Higher Education for Virginia

The following instructions provide guidance for submitting proposals and documents to Academic Affairs. Failure to follow the instructions will result in delays in processing.

Electronic Submissions

A. Electronic submissions of documents and proposals must be sent to programsubmissions@schev.edu, according to the following requirements:

1. Requests must be submitted to programsubmissions@schev.edu via a single email dedicated to that request. The subject line of the email should indicate the nature of the submission and the email should include attachments for that submission only.
2. Attachments to be included:
 - PDF file of the entire submission, to include, in the following order:
 - Provost's cover letter—**only a secured electronic signature will be accepted**;
 - SCHEV Cover Sheet; and
 - the entire “primary” proposal document.

Note: if using the PDF secure signature, the “Certification Statement” page, the SCHEV Cover Sheet, when applicable, or the “Part III Contact Information” form, when applicable, must also include a secured signature.

- MS Word document files for the following items:
 - SCHEV Cover Sheet or SCHEV “Part III Contact Information” form.
 - The “primary” proposal document including the appendix sections that have been developed/created as MS Word documents. Note: non-Word and original documents should not be included in the Word document.

B. Please do not do the following when submitting documents and proposals to programsubmissions@schev.edu:

1. Do not create a MS Word document that includes the cover letter, SCHEV Cover Sheet, and primary document.
2. Do not email the submission to the email address of any SCHEV staff, even as a copy. Documents and proposals are sent only to programsubmissions@schev.edu.
3. Do not make multiple submissions in one email (see A.1 above).

Hard Copy Submissions

Email the Administrative Assistant for Academic Affairs and Planning to inform him/her that a proposal is being mailed to SCHEV.

1. Per SCHEV policies, two (2) signed hard copies of the document are mailed to SCHEV. **Note:** for new degree programs and degree program mergers, an electronic copy on flash drive is submitted upon final approval.

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2. For secure electronic signed documents, the cover letter must be secured. The SCHEV Cover Sheet when signature is required, the “Certification Statement” form, and “Part III Contact Information” form must also have the secure signature. The primary document is still printed as a MS Word document.

Final Submissions

1. Follow hard copy submission instructions, 1 and 2 above.
2. Include a sticky note on the top document to indicate it is a final submission.

For specific SCHEV requirements and instructions for documentation and mailing, see the SCHEV policy associated with the request.