

State Council of Higher Education for Virginia Program Announcement Instructions

Use the SCHEV Program Announcement form to complete a Program Announcement (PA) for a new degree program proposal, according to the two-stage process described in the SCHEV policy, “Academic Programs at Public Institutions: Policies and Procedures for Approvals and Changes.” In addition to specific instructions within the form itself please note the following:

- A completed PA must be submitted for each new degree program, except for those eligible for Facilitated Staff Approval.
- Each completed PA must be submitted to SCHEV at the dedicated email address: **programannouncements@schev.edu**.
- For each email message conveying one or more PA’s to SCHEV:
 - The subject line should indicate the institution name and number of PA’s attached to the message.
 - The body of the message should list the programs (degree designation, name, CIP code) for which PA’s are attached.
 - The message should be sent only to **programannouncements@schev.edu**, and not copied to anyone else at SCHEV or at the institution.
- Under section V (Duplication) of the PA, “comparable” degree programs at the same degree level include: 1) degree programs with the same CIP code and 2) degree programs with other CIP codes if the focus of the program curriculum is similar to the proposed degree program. If no similar or related degree program exists in the state at a public institution, use the first row in the Duplication table to indicate such.

Note: Only the SCHEV Program Announcement Form (Microsoft Word document) can be used. No alterations are allowed to the wording or format. If issues occur while using the form, contact SCHEV staff.