*State Council of Higher Education for Virginia*

proposal for organizational change

COVER SHEET

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| 1. Institution | | | |
| 1. Nature of Proposed Change(i.e., to establish, reorganize, or terminate/close an institutional unit). Please indicate the change here. Attach a detailed description of the change as a separate document. Attach copies of the institution’s current and resultant organizational charts. | | | |
| 1. Purpose of Proposed Change.Please indicate in a few words the reason for the change here or simply indicate “See attached”. Provide a detailed explanation of the rationale for the change as a separate document. | | | |
| 1. Type of Proposed Change (check one). | | | |
| SIMPLE  Please explain how the change fits with the institution’s mission, curriculum, and funding as a separate document. | | COMPLEX  Please complete and submit Part I Supplemental Information and Part II Information for Non-exempt off-campus site. | |
| 1. Does this proposed change involve the establishment of an off-campus instructional site? | | | |
| NO | | YES | |
| If yes, does the proposal fit the criteria for a partially-exempt, non-exempt, or fully-exempt instructional site? | | | |
| PARTIALLY-EXEMPT  If partially-exempt, please attach documentation to support this status. | NON-EXEMPT  If non-exempt, please complete and submit Part II and Part III of this form. | | FULLY-EXEMPT  If fully-exempt, please attach documentation to support this status. |
| 1. Date of Approval by Board of Visitors(e.g., May 1, 2021):   Check box if BOV approval is not needed. | | | |
| 1. Proposed Effective Date of Organizational Change(e.g., December 15, 2021). | | | |

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| Signature | Date |
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| Title | Phone |