*State Council of Higher Education for Virginia*

proposal for organizational change

COVER SHEET

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| 1. Institution
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| 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.

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| 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.

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| 1. Type of Proposed Change (check one).
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| 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?
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| 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 |
|   |        |
| Title |  Phone |