

STEP I. Preapproval (required)	
Institutional Plan for <u>Undergraduate</u> or <u>Graduate</u> Degrees	Academic Affairs Council (in consultation with undergraduate or graduate vice president)
Prepare necessary documents to begin internal review process: 1) draft SCHEV proposal 2) VT degree proposal Both of these documents flow through Steps II through IV below	
STEP II. Initial Curriculum Approval	
Department Curriculum Committee	College Curriculum Committee
STEP III. Campus-wide Evaluation	
15-day academic review (post on HokieCAPS); respond to concerns/comments from university community	
STEP IV. University Curriculum Approval	
<u>Undergraduate</u> or <u>Graduate</u> Curriculum Committee for review and approval	
Prepare resolution; Resolution and VT degree proposal move forward as documents for approval in governance; draft SCHEV proposal continues to be developed	
STEP V. Commissions	
Commission on <u>Undergraduate</u> or <u>Graduate</u> Studies and Policies for approval (2 readings); must submit resolution and VT degree proposal	
VT degree proposal is reviewed and the VT degree pre-approval form is signed a second time by either undergraduate <u>OR</u> graduate vice president before moving on to Step VI	
STEP VI. University	
University Council for approval (2 readings); must submit resolution and VT degree proposal	
STEP VII. Board of Visitors	
Board of Visitors for review and approval; must submit resolution and final VT degree proposal	
STEP VIII. External Review and Approval	
State Council of Higher Education for Virginia (SCHEV) for review and approval; submit final SCHEV degree proposal or other SCHEV required paperwork	Southern Association of Colleges and Schools – Commission on Colleges (SACS-COC) for notification or approval (as required)