QUICK GUIDE TO EXTERNAL ACTIONS
(See relevant references below table)

TYPE OF CHANGE	BOV ACTION	SCHEV APPROVAL	SACSCOC ACTION	USDOE APPROVAL
PROGRAM: NEW				
Degree	Approval	Council	*	Approval
Certificate		Staff	*	Approval
Joint	Approval	*	*	
Dual		*	Notification	
DEGREE/CERTIFICATE: MODIFICATION				
CIP Code		Staff		
Closure/Discontinuance	Approval	Staff	*	Approval
Curriculum (25% new content/courses)		Staff	*	
Degree Designation (add/change: e.g., BA, MS)		Staff	*	
Delivery Mode (adding method of delivery)		Staff	Notification	
Delivery Mode (ending method of delivery)		Staff	Approval	
Licensure-qualifying Status		Staff		
Name Change	*	Staff		
Option (e.g., Concentration, Emphasis, Track)				
Program Length (aggregate change > 3 credits)		Staff	*	
Program Merger		Staff		
Tuition/Fees	Approval			
OFF-CAMPUS INSTRUCTIONAL SITE (OCIS)				
New OCIS	*	Council	Approval*	
Change of Address/Relocation		Staff	Notification	
New OCIS Name		Staff	Notification	
Closure of OCIS	*	Staff	Approval	
Closure of program at OCIS	*	Staff	Approval	
ACADEMIC UNIT CHANGES*				
Establishment, Reorganization, Closure				
"Simple" (e.g., rename academic unit)	Approval	Staff		Approval
"Complex" (e.g., new school, institute, department)	Approval	Council		Approval
Other Changes				
Cooperative Academic Arrangement				
with Title IV Entities			Notification	
with Non-Title IV Entities (25-50% of a program's content)**			Approval*	
with Non-Title IV Entities (<25% of a program's content)			Notification	

*Consult with IAE to determine what action is required
** e.g., W&M sponsored semester abroad programs

SACSCOC Advertising and Student Recruitment Policy
SACSCOC Policy Statement: Distance Education and Correspondence Courses
W&M Definitions: Joint, Dual, Combined Degrees