GENERAL MATRIX FOR THE ADMINISTRATIVE APPROVAL PROCESS FOR NEW ACADEMIC PROGRAMS OR STRUCTURES

University Academic Planning and Policy, January 20, 2012

	Campus Approvals			University Approvals			ICHE
	School	Contingent Approvals	Campus Academic Officer/ Chancellor		Academic Leadership Council/ EVP	Board of Trustees	ICHE*b
Branch or Extension Center: New		Note "a"	Yes		Approval	Action	Action
School: New	Yes	Note "a"	Yes		Approval	Action	Action
School: Name Change	Yes	Note "a"	Yes		Approval	Action	Info
Department: New	Yes	Note "a"	Yes		Approval	Info	
Department: New Department: Name Change	Yes	Note "a"	Yes		Approval	Info	
Department: Transfer to different School/College	Yes	Note "a"	Yes		Approval	Info	
Centers/Institutes: New	Yes	Note "a"	Yes		Approval ^c	Info ^d	Info
Centers/Institute: Name Change	Yes	Note "a"	Yes		Approval	Info	
Certificates: under 30 credit hrs	Yes	Note "a"	Yes		Approval	Info	
Certificates: 30 or more credit hrs	Yes	Note "a"	Yes		Approval	Action	Action
Degrees: New	Yes	Note "a"	Yes		Approval	Action	Action
Degrees: Additional in same discipline	Yes	Note "a"	Yes		Approval	Action	Info ^b
Degrees: Name Change	Yes	Note "a"	Yes		Approval	Info	Info ^b
Degrees: Name Change Cert./Degree/Major Terminations Graduate Degree Tracks: New	Yes	Note "a"	Yes		Approval	Info	Info
Graduate Degree Tracks: New	Yes	Note "a"	Yes		Approval	Info	
Majors: New	Yes	Note "a"	Yes		Approval	Info	Info
Majors: Name Change	Yes	Note "a"	Yes		Approval		
Minors: New	Yes	Note "a"	Yes				
Minors: Name Change	Yes	Note "a"	Yes				

Please note with regard to the Board of Trustees: Administrative Action Items are an information-only item. Although Trustees do "accept" the items on the report, it is not an "approval". Agenda Items must be APPROVED by the Trustees BEFORE they can continue through the process. Programs cannot be advertised or announced prior to ICHE approval.

* After approval by the University and the State, further approvals or acknowledgements may be required by the Higher Learning Commission, the US Department of Education and/or specialized accrediting bodies.

STEP BY STEP (AS REQUIRED)

- Department or Policy Group initiates proposal with faculty recommendations.
- School Dean sends proposal to school policy group (committee) for approval.
- 3. See Note "a," below, regarding contingent approvals.
- It should then go to the Campus Academic Officer who typically requests campus level review from the Campus Curriculum Committee before submitting it for continued action as the chart shows.
- 5. Once recommended by the Academic Leadership Council (ALC) and Executive Vice Presidents, approvals are forwarded to the President. (ALC review involves Technical Committee, Vice Chancellor for Academic Affairs Leadership Committee, and approval by the Executive Vice Presidents of Bloomington, Indianapolis, and the Regional Campuses. The Technical Committee addresses budget, technical, and academic program review.)
- The Office of the Executive Vice President for Regional Affairs, Planning, and Policy (OEVPURAPP) prepares agenda items for Board of Trustees (BoT).
- After University approval, OEVPURAPP works with the Indiana Commission for Higher Education (ICHE) staff to process proposal.*

NOTES:

- a. Contingent Approvals:
 - University Graduate School: if degree is conferred by the graduate school.
 - 2. Office of Online Education: if offered online.
 - 3. Office of Overseas Programs: if offered through partnerships
- b. ICHE approval is not necessary unless listed separately in ICHE inventory. If a 'new major' is to be separately reported to ICHE, follow 'new degree' process. "New majors" in BA areas and in BS Education areas are usually reported separately; other BS majors are usually not reported separately.

As long as BS or BA in area is already approved, additional BA or BS in area only need letter of approval (i.e., if BS in Psychology is already approved, BA in Psychology does not require action by ICHE).

If a new major results in a new (separately reported) CIP Code, follow 'new degree' process.

- c. Campus-based centers report as information-only; University-wide centers are reviewed by the ALC, and require approval by EVPs (and consultation with VP Research if research-based).
- d. Board of Trustees Agenda Item only if it involves substantial funding, otherwise it is an Administrative Action Item.