

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	STEP BY STEP (AS REQUIRED)
	School	Contingent Approvals	Campus Academic Officer/Chancellor	Academic Leadership Council/EVP	Board of Trustees	ICHE ^{a, b}	
Structural	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: 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	
Programmatic	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
	Cert./Degree/Major Terminations	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			
<p>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.</p> <p>* 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.</p>							<p>NOTES:</p> <p>a. Contingent Approvals:</p> <ol style="list-style-type: none"> University Graduate School: if degree is conferred by the graduate school. Office of Online Education: if offered online. Office of Overseas Programs: if offered through partnerships outside US. <p>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.</p> <p>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).</p> <p>If a new major results in a new (separately reported) CIP Code, follow 'new degree' process.</p> <p>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).</p> <p>d. Board of Trustees Agenda Item only if it involves substantial funding, otherwise it is an Administrative Action Item.</p>