GENERAL MATRIX FOR THE ADMINISTRATIVE APPROVAL PROCESS FOR NEW ACADEMIC PROGRAMS

University Academic Affairs, April 18, 2018

Programmatic	Contingent Approvals	Academic Unit Approvals		University Approvals		ICHE
		School	Campus Academic Officer/ Chancellor	Academic Leadership Council/ EVP	Board of Trustees	ICHE *
Certificates: New Stand-Alone Certificate[c]	Note a	Yes	Yes	Approval	AAR	RSA
Certificates: New Area Certificate[c]	Note a	Yes	Yes	Approval	AAR	
Degrees: New	Note a	Yes	Yes	Approval	Action	Action[b]
Degrees: Additional in same discipline	Note a	Yes	Yes	Approval	AAR	RSA
Degrees: Existing at New Location		Yes	Yes	Approval	AAR	RSA
Degrees: New, Online (>50%)	Note a	Yes	Yes	Approval	Action	Action
Degrees: Existing, to be offered Online (>50%)	Note a	Yes	Yes	Approval	AAR	RSA
Degrees: Dual Degrees (Both Existing)		Yes	Yes	Info	AAR	
Degrees and Certificates: Name Change		Yes	Yes	Approval	AAR	RSA
Degrees and Certificates: Terminations		Yes	Yes	Info	Info	Info
Majors/Tracks/Concentrations/Specializations: New[b]	Note a	Yes	Yes	Approval	AAR	
Majors/Tracks/Concentrations/Specializations: Name Change		Yes	Yes	Approval	AAR	
Minors: New		Yes	Yes	Info		
Minors: Name Change		Yes	Yes			
Transcript Notations		Yes	Yes	Approval	AAR	

NOTES:
a. Contingent Approvals:
 1. University Graduate School: if degree(s) is (are) conferred by the graduate school.
 2. Office of Online Education: if offered online or as a hybrid. Contact OOE before preparing proposal.
 3. Office of Overseas Programs: if offered through partnerships outside US.

b. ICHE Program Approvals:
 1. 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 in Education areas are usually reported separately; other BS majors are usually not reported separately.
 2. If a degree already exists and an additional designation is being added (e.g. adding a BS option where a BA is already approved), it is submitted to ICHE for Routine Staff Approval.

c. Per HEOA (Higher Education Opportunity Act), certificates must be categorized as to whether students are eligible to receive federal student aid solely through enrollment in the certificate program.

 Stand-alone certificates – those which may be pursued independent of a degree program – may be eligible for financial aid. To be declared aid eligible, they must be demonstrated to lead to "gainful employment." *Required gainful employment documentation is available on the UAA website*. (Financial aid eligibility is NOT a requirement.)

 Area certificates are only available in conjunction with an existing degree program and are not eligible for financial aid classification by themselves.

STEP BY STEP (AS REQUIRED)

1. Department or Policy Group initiates proposal with faculty recommendations.
2. School Dean sends proposal to school policy group (committee) for approval.
3. See Note "a" regarding contingent approvals.
 When considering a new online, hybrid, or collaborative degree, or the conversion of an on campus degree to online or hybrid program, proposers must contact the Office of Online Education before campus level review.
4. The initiating unit of the proposed program must consult the Assistant Vice President for Administration in the Office of the Executive Vice President for University Academic Affairs (OEVPUAA) to develop consistent approaches to estimating costs and identifying sources of revenue for new programs. This contact should be made before the proposal has been routed through all the campus approval steps.
5. For new baccalaureate programs, articulation planning must be developed with the University Transfer Office.
6. After the preparation of all required documentation, the Campus Academic Officer typically requests campus level review from the Campus Curriculum Committee before submitting it for continued action as the chart shows. **The Campus Academic Office is responsible for submitting all programs (including multiple items within complex proposals) into the APPEAR system.**
7. Once recommended by the Academic Leadership Council (ALC) approvals are forwarded to the President. (ALC review involves Technical 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 while also assuring the completion of all required documentation.)
8. The Office of the Executive Vice President for University Academic Affairs (OEVPUAA) prepares agenda items for Board of Trustees (BoT).
9. After University approval, OEVPUAA works with the Indiana Commission for Higher Education (ICHE) staff to process proposals.

* 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.

GENERAL INFORMATION:

Please note with regard to the Board of Trustees: Administrative Action Report (**AAR**) items are information-only. Although Trustees do "accept" the items on the report, it is not an "approval". **Action** Items must be APPROVED by the Trustees BEFORE they can continue through the process.

COURSE approvals follow a different process through the **CARMIn** (Course Approval, Remonstrance, Maintenance and Integration) system.

Programs cannot be advertised or announced prior to their last level of required approval.

GENERAL MATRIX FOR THE ADMINISTRATIVE APPROVAL PROCESS FOR NEW ACADEMIC STRUCTURES

University Academic Affairs, April 18, 2018

		Campus Approvals			University Approvals		ICHE
		School		Campus Academic Officer/ Chancellor	Academic Leadership Council/ EVP	Board of Trustees	ICHE [*]
Structural	Branch or Extension Center: New [d]			Yes	Approval	Action	Action
	School: New	Yes		Yes	Approval	Action	Action
	School: Name Change	Yes		Yes	Approval	Action	Info
	Department: New	Yes		Yes	Approval	AAR	
	Department: Name Change	Yes		Yes	Approval	AAR	
	Department: Transfer to different School/College	Yes		Yes	Approval	AAR	
	Centers/Institutes: New [d, e,]	Yes		Yes	Approval	AAR	Info
	Centers/Institute: Name Change	Yes		Yes	Approval	AAR	Info

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NOTES:
d. 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).
e. Board of Trustees Agenda Item only if it involves substantial funding, otherwise it is an Administrative Action Report (AAR) item.-