



# INDIANA UNIVERSITY

OFFICE OF THE EXECUTIVE VICE PRESIDENT  
FOR UNIVERSITY ACADEMIC AFFAIRS

## Guidance on Academic Program Proposal Preparation

Accompanying Document:	<p style="text-align: center;"><i>Campus Academic Program Phases of Development</i></p> 
Reference Information:	<ul style="list-style-type: none"> <li>• <a href="#">UAA Academic Program Approval website</a></li> <li>• <a href="#">Required Approval Matrix</a></li> <li>• <a href="#">Required Documentation Table</a></li> </ul>
Distribution:	<p>This document and the accompanying information is recommended for broad distribution to Schools, Deans, and faculty involved in academic program development. Available on <a href="#">UAA website</a>.</p>
Timelines:	<p>The “<i>Phases of Development</i>” document assumes a program proposal timeframe where campus approval may occur within an academic semester. This of course, is dependent on campus’ meeting schedules of academic and curricular committees prior to submission and entry into <a href="#">APPEAR</a>.</p>
Program Submission and Implementation:	<ul style="list-style-type: none"> <li>• <b>New program proposals</b> are expected to meet all documentation and campus approval requirements <i>prior to</i> submission in <a href="#">APPEAR</a> and consideration by the Academic Leadership Council (ALC). <ul style="list-style-type: none"> <li>○ Each program element must be submitted into <a href="#">APPEAR</a> individually. Nested items do not facilitate appropriate consideration and implementation.</li> <li>○ New academic programs may not be advertised or implemented until the final required approval has been granted.</li> </ul> </li> <li>• <b>Note on certain academic program types</b> attain their final approval at an earlier stage (i.e. campus or Board of Trustees). For this reason, it is recommended that developers consider the <i>appropriate credential level</i> necessary to meet academic need. This will shorten the timeframe necessary for approval and implementation. <ul style="list-style-type: none"> <li>○ For example, if a program is developed as a major within an existing degree, it will not require State-level approval by ICHE and may be implemented upon approval from Board of Trustees.</li> </ul> </li> </ul>
Approving entities meeting dates or deadlines:	<ul style="list-style-type: none"> <li>• <b>ALC Technical Committee</b> – meets on the 3<sup>rd</sup> Thursday of each month- Often a short-turnaround.</li> <li>• <b>ALC</b> – meets twice per semester and considers academic proposals through the Consent Agenda, distributed the 1<sup>st</sup> business day of each month for review and response within 10 business days.</li> <li>• <b>IU Board of Trustees</b> – <a href="#">Meets 6 times per year</a>. Administrative Action Reports (AAR), which may include academic programs, must be submitted by UAA by the 5<sup>th</sup> of each month.</li> <li>• <b>Indiana Commission for Higher Education</b> – <a href="#">Meets 8 times per year</a>. Proposals are considered first by the Academic Affairs and Quality (AA&amp;Q) Committee then at the monthly full Commission meeting as expedited or full review. Items eligible for routine staff action are considered.</li> <li>• <b>Higher Learning Commission</b> – Notified following final approval from the Indiana Commission for Higher Education. (HLC requires final approval letter from State Approving Board.)</li> </ul>