INSTRUCTIONS

- *This form may only be used for change to a SINGLE program (degree, certificate, major, etc.).*
- *For all change request, please complete the contact and identifying information.*
- *Based on the nature of the change request, complete additional section(s) as required.*
- *New Degrees or Certificates must be submitted using their appropriate forms.*

SECTION 1: CONTACT INFORMATION

(Required for ALL Proposals)

a. Name:	
b. Title:	
c. E-mail Address:	
d. Phone Number:	

SECTION 2: DEGREE/CERTIFICATE IDENTIFYING PROGRAM INFORMATION

- *Complete the degree/certificate information below, then indicate the change detail(s) in Section 3-A.*
- *For Majors, Minors, and other programming, complete the information below for the "host" degree/ certificate, adding appropriate detail(s) in Section 3-B.*

a. Campus:		
b. Name of new or existing program item:		
c. Academic Unit(s) offering program:		
d. Degree/Certificate Level:	[SELECT ACADEMIC LEVEL]	
e. Current Distance Education Mode(s):[1]	☐ On Campus	☐ Online (Y)
	☐ Online (Y8)	☐ Hybrid (Y5)
f. Nature of Change: *(If more than one change is proposed, select the PRIMARY change, and then indicate all requested changes in the following section, and provide the full description in Section 4.)*	[SELECT DEGREE/CERTIFICATE CHANGE] *Approval routing (All others): ALC→BOT (AAR)→ICHE (RSA) →FINAL* *Approval routing (Duals): ALC→BOT (AAR) →FINAL*	
	[SELECT PROGRAMMING TYPE] *Approval routing (Majors): ALC→BOT (AAR) →FINAL* *Approval routing (All others): ALC(info) →FINAL*	
	[SELECT CHANGES TO MAJORS MINORS, ETC.] *Approval routing (Majors): ALC→BOT (AAR) →FINAL* *Approval routing (All others): ALC (info) →FINAL*	
	SELECT TRANSCRIPT NOTATIONS] *Approval routing (Majors): ALC→BOT (AAR) →FINAL*	

[1] For Distance Education Mode, changes to Distance Education status must first be approved by the Office of Online Education (provide OOE approval documentation with proposal).

- On Campus = Students must take more than 50% of the program through on campus (face-to-face) instruction.
- Online (Y) = 100% of program is delivered online.
- Online (Y8) = 80% - 99% of Program is online. In Curriculum detail, must indicate required on campus courses)
- Hybrid (Y5) = 50% - 79% of Program is online. In Curriculum detail, must indicate required on campus courses)

SECTION 3-A: DEGREE/CERTIFICATE CHANGE REQUEST(S)

Enter proposed program change(s) below as appropriate and describe in Section 4 and/or attached documentation.				
1. Name Change: Degree or Certificate:	Current Name:			
	New Name:			
2. Credit Hours:	Current:		New:	
3. CIP Code:	Current:		New:	
4. NEW Distance Education Mode(s):	☐ On Campus		☐ Online (Y)	
	☐ Online (Y8)		☐ Hybrid (Y5)	
5. Split Existing Degree/Certificate into two programs: *(FROM Degree/Certificate identified in Section 2. 2nd degree listed here will be added as a new Degree/Certificate.)*	2nd Degree/Cert. Name:			
	2nd Degree/Cert. CIP Code:			
	2nd Degree/Cert. Credit Hours:			
6. Merge Existing Degree/Certificate from two programs: *(INTO Degree/Certificate identified in Section 2. 2nd Degree/Certificate listed here will effectively be eliminated.)*	2nd Degree/Cert. Name:			
	2nd Degree/Cert. CIP Code:			
	2nd Degree/Cert. Credit Hours:			
7. Add new on-site instruction location(s): List County(-ies) →				
8. Eliminating, Suspending or Reinstating a Degree/Certificate:	☐ Eliminating	☐ Suspending	☐ Reinstating*	
	** Only suspended programs may be reinstated.*			

***CERTIFICATES**: If adding financial aid eligibility to an existing Stand-Alone certificate, include the IU Certificate Proposal Form as proposal documentation (including sections 5-7). Adding a Stand-Alone option to an existing Area Certificate requires the same information as a new Certificate proposal. Please also complete the IU Certificate Proposal Form and submit as a new certificate proposal.*

Required documentation:	• *If changing credit hours, include curriculum detail, including competencies, courses, and credit hours required.* • *Faculty Curriculum Committee Approval.* • *Office of Online Education Approval (if part of online or hybrid degree of certificate).*

SECTION 3-B: PROGRAM ADDITION OR CHANGE DETAIL – MAJORS, MINORS, ETC.

(Complete the appropriate section below based on the indication in Section 2.)

Enter proposed program change(s) below as appropriate and describe in Section 4 and/or attached documentation.				
1. Program Type:	☐ Major[2]	☐ Minor	☐	☐
2. Name or Title (New):				
3. Name or Title (Change):	Current Name:			
	New Name:			
4. Credit Hours:	Current:		New:	
5. Parent degree and/or department:				
6. Additional information:	Available outside hosting degree of department?	☐ YES	☐ NO	
	Available online?	☐ YES	☐ NO	
7. Part of Online or Hybrid degree or certificate?	☐ YES	☐ NO		
Please note if "yes":				
8. Eliminating or Suspending Major, or Minor:	☐ Eliminating	☐ Suspending		
Required documentation:	• *If changing credit hours, include curriculum detail, including competencies, courses, and credit hours required.* • *Faculty Curriculum Committee Approval* • *Office of Online Education Approval (if part of online or hybrid degree or certificate).*			

[2] Majors are inclusive of Tracks, Concentrations, and Specializations.

SECTION 3-C: TRANSCRIPT NOTATION CHANGE OR ADDITION

(Complete the appropriate section below based on the indication in Section 2.)

The following information is required, consistent with University Policy USSS-04. *"The student transcript is the official record of the faculty and, as such, should include only those items faculty or academic committees review and approve as appropriate and which meet certain standards of academic rigor set by the faculty."* *Provide additional documentation if necessary.*	
1. What notation is requested (include proposed wording, if applicable)?	
2. What is the academic nature/purpose of the request?	
3. What is the intended outcome of having the notation reflected on the official transcript?	
4. What standards are to be met by the students?	
5. What monitoring or final approval processes are in place in the academic unit to ensure that the standards are met?	
Required documentation:	• *University Naming Committee Approval (if required).* • *Registrar support/approval.* • *Approval of the University Registrars' Council.* • *Campus Approval.*

SECTION 4: RATIONALE AND ADDITIONAL INFORMATION

(Required for ALL Proposals. For curricular changes and additions, such as credit hour changes and new majors, minors, please included course requirements and additions or deletions.)

When complete, please forward this form and any required documentation to the campus academic officer for approval and submission into APPEAR.

For any questions, e-mail approval@iu.edu