### Degrees: Eliminate, Suspend, or Re-instate Degrees

- **Suspend Degrees**
  - Must be submitted by the Dean/Chair of the school/unit.
  - Must be submitted in consultation with the Office of Online Education, Office of Overseas Programs, and any other appropriate partners.

### Degrees: Merge Degree Programs

- **Existing Programs**
  - Merge existing degree programs when they are delivered in the same location.
  - Must be submitted by the Dean/Chair of the school/unit.
  - Must be submitted in consultation with the Office of Online Education, Office of Overseas Programs, and any other appropriate partners.

### Degrees: Splitting Degree Program

- **Proposes to split an existing degree program**
  - Must be submitted by the Dean/Chair of the school/unit.
  - Must be submitted in consultation with the Office of Online Education, Office of Overseas Programs, and any other appropriate partners.

### Degrees: Existing at New Location (non-distance education)

- **New Location**
  - Must be submitted by the Dean/Chair of the school/unit.
  - Must be submitted in consultation with the Office of Online Education, Office of Overseas Programs, and any other appropriate partners.

### Degrees: Additional in same discipline

- **Proposes to add an additional major, minor, or concentration**
  - Must be submitted by the Dean/Chair of the school/unit.
  - Must be submitted in consultation with the Office of Online Education, Office of Overseas Programs, and any other appropriate partners.

### Degrees: Dual Degrees (Both Existing)

- **Proposes to add a second degree**
  - Must be submitted by the Dean/Chair of the school/unit.
  - Must be submitted in consultation with the Office of Online Education, Office of Overseas Programs, and any other appropriate partners.

### Degrees: Splitting Degree Program

- **Proposes to split a dual degree**
  - Must be submitted by the Dean/Chair of the school/unit.
  - Must be submitted in consultation with the Office of Online Education, Office of Overseas Programs, and any other appropriate partners.

### Degrees: Merge Degree Programs

- **Proposes to merge two degrees**
  - Must be submitted by the Dean/Chair of the school/unit.
  - Must be submitted in consultation with the Office of Online Education, Office of Overseas Programs, and any other appropriate partners.

### Degrees: Eliminate, Suspend, or Re-instate Degrees

- **Eliminate a degree**
  - Must be submitted by the Dean/Chair of the school/unit.
  - Must be submitted in consultation with the Office of Online Education, Office of Overseas Programs, and any other appropriate partners.

### Degrees: CIP Code Change

- **Proposes to change the CIP code**
  - Must be submitted by the Dean/Chair of the school/unit.
  - Must be submitted in consultation with the Office of Online Education, Office of Overseas Programs, and any other appropriate partners.

### Degrees: Credit Hour Change

- **Proposes to change the credit hours**
  - Must be submitted by the Dean/Chair of the school/unit.
  - Must be submitted in consultation with the Office of Online Education, Office of Overseas Programs, and any other appropriate partners.

### Degrees: Name Change

- **Proposes to change the name**
  - Must be submitted by the Dean/Chair of the school/unit.
  - Must be submitted in consultation with the Office of Online Education, Office of Overseas Programs, and any other appropriate partners.

### Degrees: Add/Change Hybrid Mode (50-79%=	extit{Y}5)

- **Proposes to change the hybrid mode**
  - Must be submitted by the Dean/Chair of the school/unit.
  - Must be submitted in consultation with the Office of Online Education, Office of Overseas Programs, and any other appropriate partners.

### Degrees: Add/Change Online Mode (80-99%=	extit{Y}8, 100%=	extit{Y})

- **Proposes to change the online mode**
  - Must be submitted by the Dean/Chair of the school/unit.
  - Must be submitted in consultation with the Office of Online Education, Office of Overseas Programs, and any other appropriate partners.

### Degrees: New Online, Hybrid, or Collaborative Degree

- **Proposes a new online, hybrid, or collaborative degree**
  - Must be submitted by the Dean/Chair of the school/unit.
  - Must be submitted in consultation with the Office of Online Education, Office of Overseas Programs, and any other appropriate partners.

### Degrees: New On-Campus Degree

- **Proposes a new on-campus degree**
  - Must be submitted by the Dean/Chair of the school/unit.
  - Must be submitted in consultation with the Office of Online Education, Office of Overseas Programs, and any other appropriate partners.

### 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 NOTES ON APPROVALS

- Programs cannot be advertised or announced prior to their last level of required approval.
## Certificate Approvals

### Certificate Approvals

(See note “a” for detail)

<table>
<thead>
<tr>
<th>Certificate Approvals</th>
<th>Contingent Approvals</th>
<th>Academic Unit Approvals</th>
<th>University Approvals</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stand-Alone Certificates: New On-Campus Certificate</td>
<td>a</td>
<td>Yes</td>
<td>Yes</td>
<td>Action AAR RSA</td>
</tr>
<tr>
<td>Stand-Alone Certificates: New Online and/or Collaborative Certificate</td>
<td>OOE, a</td>
<td>Yes</td>
<td>Yes</td>
<td>Action AAR RSA</td>
</tr>
<tr>
<td>Stand-Alone Certificates: Add/Change Online Mode (80-99%=Y, 100%=Y)</td>
<td>OOE, a</td>
<td>Yes</td>
<td>Yes</td>
<td>Action AAR RSA</td>
</tr>
<tr>
<td>Stand-Alone Certificates: Add/Change Hybrid Mode (50-79%=Y)</td>
<td>OOE, a</td>
<td>Yes</td>
<td>Yes</td>
<td>Action AAR RSA</td>
</tr>
<tr>
<td>Stand-Alone Certificates: Name Change</td>
<td>a</td>
<td>Yes</td>
<td>Yes</td>
<td>Action AAR RSA</td>
</tr>
<tr>
<td>Stand-Alone Certificates: Credit Hour Change</td>
<td>a</td>
<td>Yes</td>
<td>Yes</td>
<td>Action AAR RSA</td>
</tr>
<tr>
<td>Stand-Alone Certificates: CIP Code Change</td>
<td>a</td>
<td>Info</td>
<td>Yes</td>
<td>Info --- RSA</td>
</tr>
<tr>
<td>Stand-Alone Certificates: Existing at New Location (non-distance education)</td>
<td>a</td>
<td>Yes</td>
<td>Yes</td>
<td>Action AAR RSA</td>
</tr>
<tr>
<td>Stand-Alone Certificates: Dual Certificate (Both Existing)</td>
<td>a</td>
<td>Yes</td>
<td>Yes</td>
<td>Info AAR</td>
</tr>
<tr>
<td>Stand-Alone Certificates: Split Certificate Program</td>
<td>a</td>
<td>Yes</td>
<td>Yes</td>
<td>Info AAR RSA Notice</td>
</tr>
<tr>
<td>Stand-Alone Certificates: Merge Certificate Programs</td>
<td>a</td>
<td>Yes</td>
<td>Yes</td>
<td>Info AAR RSA Notice</td>
</tr>
<tr>
<td>Stand-Alone Certificates: Eliminate, Suspend, or Re-instate</td>
<td>a</td>
<td>Yes</td>
<td>Yes</td>
<td>Info AAR RSA Notice</td>
</tr>
<tr>
<td>Area Certificates: New Area Certificate</td>
<td></td>
<td>Yes</td>
<td>Yes</td>
<td>Action AAR</td>
</tr>
<tr>
<td>Area Certificates: Name Change</td>
<td></td>
<td>Yes</td>
<td>Yes</td>
<td>Action AAR</td>
</tr>
<tr>
<td>Area Certificates: Credit Hour Change</td>
<td></td>
<td>Yes</td>
<td>Yes</td>
<td>Action AAR</td>
</tr>
<tr>
<td>Area Certificates: Eliminate, Suspend, or Re-instate</td>
<td></td>
<td>Yes</td>
<td>Yes</td>
<td>Action AAR</td>
</tr>
</tbody>
</table>

### NOTES ON CERTIFICATE APPROVALS

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

**a. Contingent Approvals:**
1. University Graduate School: if degree or certificate is 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 Academic Program 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. HLC Program Approvals:** If noted, regional accreditor approval is required from the Higher Learning Commission (HLC) prior to implementation.

**d. All 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 linked to employment opportunity. The “Intent to Offer Financial Aid Eligible Certificate Program” sections (5-7) of the [IU Certificate Proposal Form](https://example.com) must be completed at the time of submission for approval. **Note that 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. For students pursuing area certificates, their financial aid eligibility is based on their primary degree objective.
### Approval of Majors (including Tracks, Concentrations and Specializations), and Minors

<table>
<thead>
<tr>
<th>Approval Description</th>
<th>Contingent Approvals</th>
<th>Academic Unit Approvals</th>
<th>University Approvals</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Majors/Tracks/Concentrations/Specializations: New</td>
<td>a</td>
<td>Yes</td>
<td>Yes</td>
<td>Action AAR Notice</td>
</tr>
<tr>
<td>Majors/Tracks/Concentrations/Specializations: Name Change</td>
<td>a</td>
<td>Yes</td>
<td>Yes</td>
<td>Action AAR Notice</td>
</tr>
<tr>
<td>Majors/Tracks/Concentrations/Specializations: Credit Hour Change</td>
<td>a</td>
<td>Yes</td>
<td>Yes</td>
<td>Action AAR Notice</td>
</tr>
<tr>
<td>Majors/Tracks/Concentrations/Specializations: Add/Remove from Existing Online, Hybrid, or Collaborative Degree or Certificate</td>
<td>OOE, a</td>
<td>Yes</td>
<td>Yes</td>
<td>Action AAR Notice</td>
</tr>
<tr>
<td>Majors/Tracks/Concentrations/Specializations: Eliminate, Suspend, or Re-instate</td>
<td>a</td>
<td>Yes</td>
<td>Yes</td>
<td>Action AAR Notice</td>
</tr>
<tr>
<td>Minors: New</td>
<td></td>
<td></td>
<td></td>
<td>Info</td>
</tr>
<tr>
<td>Minors: Name Change</td>
<td></td>
<td></td>
<td></td>
<td>Info</td>
</tr>
<tr>
<td>Minors: Credit Hour Change</td>
<td></td>
<td></td>
<td></td>
<td>Info</td>
</tr>
<tr>
<td>Minors: Eliminate, Suspend, or Re-instate</td>
<td></td>
<td></td>
<td></td>
<td>Info</td>
</tr>
</tbody>
</table>

(See Note “a” for detail)

**Contingent Approvals:**
1. University Graduate School: if degree or certificate is conferred by the graduate school.
2. Office of Online Education: if offered online or as a hybrid.
3. Office of Overseas Programs: if offered through partnerships outside US.

### Approval of Transcript Notations

<table>
<thead>
<tr>
<th>Approval Description</th>
<th>Contingent Approvals</th>
<th>Academic Unit Approvals</th>
<th>University Approvals</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transcript Notations: Add New Transcript Notation Type</td>
<td>e</td>
<td>Yes</td>
<td>Yes</td>
<td>Action AAR</td>
</tr>
<tr>
<td>Transcript Notations: Modify Existing Transcript Notation</td>
<td>e</td>
<td>Yes</td>
<td>Yes</td>
<td>Action AAR</td>
</tr>
<tr>
<td>Transcript Notations: Remove Existing Transcript Notation</td>
<td>e</td>
<td>Yes</td>
<td>Yes</td>
<td>Action AAR</td>
</tr>
</tbody>
</table>

(See Note “a” for detail)

**Contingent Approvals:**
1. University Graduate School: if degree or certificate is conferred by the graduate school.
2. Office of Online Education: if offered online or as a hybrid.
3. Office of Overseas Programs: if offered through partnerships outside US.

**Approval of Transcript Notations:**

### Contingent Approval for Transcript Notations:

1. University transcript notations are governed by IU Policy [USSS-04: Procedure for Adding Notations on Official Indiana University Transcripts](#).
2. Prior to campus approval, transcript notations must be presented to the University Registrars’ Council. This process will help to ensure consistency across campuses on the IU transcript while also providing other campuses the opportunity to consider if the proposed change or addition would be beneficial on their campuses.

*(Programs cannot be advertised or announced prior to their last level of required approval.)*
### Structural Academic Approvals

<table>
<thead>
<tr>
<th>Structural Academic Approvals</th>
<th>Contingent Approvals</th>
<th>Academic Unit Approvals</th>
<th>University Approvals</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>See Notes for detail</td>
<td>School</td>
<td>Provost or Chancellor</td>
<td></td>
</tr>
<tr>
<td>Branch or Extension Center: New f</td>
<td>Naming</td>
<td>Yes</td>
<td>Yes</td>
<td>Approval Action Action</td>
</tr>
<tr>
<td>School: New</td>
<td>Naming</td>
<td>Yes</td>
<td>Yes</td>
<td>Approval Action Action</td>
</tr>
<tr>
<td>School: Name Change</td>
<td>Naming</td>
<td>Yes</td>
<td>Yes</td>
<td>Approval Action Info</td>
</tr>
<tr>
<td>Department: New</td>
<td>Naming</td>
<td>Yes</td>
<td>Yes</td>
<td>Approval AAR</td>
</tr>
<tr>
<td>Department: Name Change</td>
<td>Naming</td>
<td>Yes</td>
<td>Yes</td>
<td>Approval AAR</td>
</tr>
<tr>
<td>Department: Transfer to different School/College</td>
<td>Naming</td>
<td>Yes</td>
<td>Yes</td>
<td>Approval AAR</td>
</tr>
<tr>
<td>Program: New or Change</td>
<td></td>
<td></td>
<td>Yes</td>
<td>Info</td>
</tr>
<tr>
<td>Centers/Institutes: New f, g</td>
<td>Naming</td>
<td>Yes</td>
<td>Yes</td>
<td>Approval AAR g</td>
</tr>
<tr>
<td>Centers/Institute: Name Change</td>
<td>Naming</td>
<td>Yes</td>
<td>Yes</td>
<td>Approval AAR</td>
</tr>
</tbody>
</table>

### NOTES ON ACADEMIC STRUCTURAL APPROVALS

(Proposed additions or changes cannot be advertised or announced prior to their last level of required approval.)

- **f.** 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).
- **g.** Board of Trustees Agenda Item only if it involves substantial funding, otherwise it is an Administrative Action Report (AAR) Item.

### POLICY ON INSTITUTIONAL NAMING (UA-06):

Authority for the naming of organizations and facilities within Indiana University rests with the Trustees of Indiana University upon the recommendation of the President of Indiana University, except for the areas specifically delegated to the President or other university officers for final approval. Please refer to the Institutional Naming Policy. Where the policy applies, approval at the Institutional Naming Committee is a contingent approval requirement before campus approval may proceed.

### BOARD OF TRUSTEES APPROvals:

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”. Agenda Items must be APPROVED by the Trustees BEFORE they can continue through the process.