STEP BY STEP APPROVAL PROCESS (AS REQUIRED)

Please refer to https://uaa.iu.edu/academic-affairs/approval-process/index.html for full detail and instructions.

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, which must be submitted individually for item approval) 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 and Executive Vice Chancellors 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.
10. **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.**
11. **Purdue-mission programs at IUPUI should consult Office of Academic Affairs for appropriate approval process.**

GENERAL NOTES ON APPROVALS

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.

Degree Level Approvals	Contingent Approvals	Academic Unit Approvals		University Approvals		Other	
	See Note "a" for detail	Faculty Curriculum Committee	Campus Academic Officer/ Chancellor	Academic Leadership Council/ EVP	Board of Trustees	ICHE [*]	HLC
Degrees: New On-Campus Degree	a	Yes	Yes	Action	Action	Action[b]	Approval
Degrees: New Online, Hybrid, or Collaborative Degree	OOE, a	Yes	Yes	Action	Action	Action[b]	Approval
Degrees: Add/Change Online Mode (80-99%=Y8, 100%=Y)	OOE, a	Yes	Yes	Action	AAR	RSA	Notice
Degrees: Add/Change Hybrid Mode (50-79%=Y5)	OOE, a	Yes	Yes	Action	AAR		
Degrees: Name Change	a	Yes	Yes	Action	AAR	RSA	Notice
Degrees: Credit Hour Change	a	Yes	Yes	Action	AAR	RSA	
Degrees: CIP Code Change	a	Info	Yes	Info	---	RSA	
Degrees: Additional in same discipline	a	Yes	Yes	Action	AAR	RSA	Notice
Degrees: Existing at New Location (non-distance education)	a	Yes	Yes	Action	AAR	RSA	
Degrees: Dual Degrees (Both Existing)	a	Yes	Yes	Info	AAR		
Degrees: Splitting Degree Program	a	Yes	Yes	Info	AAR	RSA	Notice
Degrees: Merge Degree Programs	a	Yes	Yes	Info	AAR	RSA	Notice
Degrees: Eliminate, Suspend, or Re-instate	a	Yes	Yes	Info	AAR	RSA	Notice

NOTES ON DEGREE 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.

Certificate Approvals *(See note "d" for detail)*	Contingent Approvals See Note "a" for detail	Academic Unit Approvals		University Approvals		Other	
		Faculty Curriculum Committee	Campus Academic Officer/ Chancellor	Academic Leadership Council/ EVP	Board of Trustees	ICHE *	HLC
Stand-Alone Certificates: New On-Campus Certificate	a	Yes	Yes	Action	AAR	RSA	Approval
Stand-Alone Certificates: New Online and/or Collaborative Certificate	OOE, a	Yes	Yes	Action	AAR	RSA	Approval
Stand-Alone Certificates: Add/Change Online Mode (80-99%=Y8, 100%=Y)	OOE, a	Yes	Yes	Action	AAR	RSA	Notice
Stand-Alone Certificates: Add/Change Hybrid Mode (50-79%=Y5)	OOE, a	Yes	Yes	Action	AAR	---	
Stand-Alone Certificates: Name Change	a	Yes	Yes	Action	AAR	RSA	Notice
Stand-Alone Certificates: Credit Hour Change	a	Yes	Yes	Action	AAR	RSA	Notice
Stand-Alone Certificates: CIP Code Change	a	Info	Yes	Info	---	RSA	
Stand-Alone Certificates: Existing at New Location (non-distance education)	a	Yes	Yes	Action	AAR	RSA	
Stand-Alone Certificates: Dual Certificate (Both Existing)	a	Yes	Yes	Info	AAR		
Stand-Alone Certificates: Split Certificate Program	a	Yes	Yes	Info	AAR	RSA	Notice
Stand-Alone Certificates: Merge Certificate Programs	a	Yes	Yes	Info	AAR	RSA	Notice
Stand-Alone Certificates: Eliminate, Suspend, or Re-instate	a	Yes	Yes	Info	AAR	RSA	Notice
Area Certificates: New Area Certificate		Yes	Yes	Action	AAR		
Area Certificates: Name Change		Yes	Yes	Action	AAR		
Area Certificates: Credit Hour Change		Yes	Yes	Action			
Area Certificates: Eliminate, Suspend, or Re-instate		Yes	Yes	Action	AAR		

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 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	Contingent Approvals	Academic Unit Approvals		University Approvals		Other
	See Note "a" for detail	Faculty Curriculum Committee	Campus Academic Officer/ Chancellor	Academic Leadership Council/ EVP	Board of Trustees	HLC
Majors/Tracks/Concentrations/Specializations: New	a	Yes	Yes	Action	AAR	Notice
Majors/Tracks/Concentrations/Specializations: Name Change	a	Yes	Yes	Action	AAR	Notice
Majors/Tracks/Concentrations/Specializations: Credit Hour Change	a	Yes	Yes	Action	AAR	Notice
Majors/Tracks/Concentrations/Specializations: Add/Remove from Existing Online, Hybrid, or Collaborative Degree or Certificate	OOE, a	Yes	Yes	Action	AAR	Notice
Majors/Tracks/Concentrations/Specializations: Eliminate, Suspend, or Re-instate	a	Yes	Yes	Action	AAR	Notice
Minors: New		Yes	Yes	Info		
Minors: Name Change		Yes	Yes	Info		
Minors: Credit Hour Change		Yes	Yes	Info		
Minors: Eliminate, Suspend, or Re-instate		Yes	Yes	Info		
(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.

Approval of Transcript Notations	Contingent Approvals	Academic Unit Approvals		University Approvals	
	See Note "a" for detail	Faculty Curriculum Committee	Campus Academic Officer/ Chancellor	Academic Leadership Council/ EVP	Board of Trustees
Transcript Notations: Add New Transcript Notation Type	e	Yes	Yes	Action	AAR
Transcript Notations: Modify Existing Transcript Notation	e	Yes	Yes	Action	AAR
Transcript Notations: Remove Existing Transcript Notation	e	Yes	Yes	Action	AAR
(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.

e. 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.

Structural Academic Approvals	Contingent Approvals	Academic Unit Approvals			University Approvals		Other
	See Notes for detail	School	Provost or Chancellor		Academic Leadership Council/ EVP	Board of Trustees	ICHE [*]
Branch or Extension Center: New [f]	Naming	Yes	Yes		Approval	Action	Action
School: New	Naming	Yes	Yes		Approval	Action	Action
School: Name Change	Naming	Yes	Yes		Approval	Action	Info
Department: New	Naming	Yes	Yes		Approval	AAR	
Department: Name Change	Naming	Yes	Yes		Approval	AAR	
Department: Transfer to different School/College	Naming	Yes	Yes		Approval	AAR	
Program: New or Change		Yes	Yes		Info		
Centers/Institutes: New [f, g]	Naming	Yes	Yes		Approval	AAR [g]	Info
Centers/Institute: Name Change	Naming	Yes	Yes		Approval	AAR	Info

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.