



**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)

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

**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.

<b>a. Campus:</b>		
<b>b. Name of new or existing program item:</b>		
<b>c. Academic Unit(s) offering program:</b>		
<b>d. Degree/Certificate Level:</b>		
<b>e. Current Distance Education Mode(s):<sup>1</sup></b>	On Campus	Online (Y)
	Online (Y8)	Hybrid (Y5)
<b>f. Nature of Change:</b> (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.)	Approval routing (All others): ALC → BOT (AAR) → ICHE (RSA) → FINAL	
	Approval routing (Duals): ALC → BOT (AAR) → FINAL	
	Approval routing (Majors): ALC → BOT (AAR) → FINAL	
	Approval routing (All others): ALC (info) → FINAL	
	Approval routing (Majors): ALC → BOT (AAR) → FINAL	
	Approval routing (All others): ALC (info) → FINAL	
	Approval routing (Majors): ALC → BOT (AAR) → FINAL	

<sup>1</sup> 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)**

<i>Enter proposed program change(s) below as appropriate and describe in Section 4 and/or attached documentation.</i>			
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):	<input type="checkbox"/> On Campus	<input type="checkbox"/> Online (Y)	
	<input type="checkbox"/> Online (Y8)	<input type="checkbox"/> Hybrid (Y5)	
5. Split Existing Degree/Certificate into two programs: <i>(FROM Degree/Certificate identified in Section 2. 2<sup>nd</sup> degree listed here will be added as a new Degree/Certificate.)</i>	2 <sup>nd</sup> Degree/Cert. Name:		
	2 <sup>nd</sup> Degree/Cert. CIP Code:		
	2 <sup>nd</sup> Degree/Cert. Credit Hours:		
6. Merge Existing Degree/Certificate into two programs: <i>(INTO Degree/Certificate identified in Section 2. 2<sup>nd</sup> Degree/Certificate listed here will effectively be eliminated.)</i>	2 <sup>nd</sup> Degree/Cert. Name:		
	2 <sup>nd</sup> Degree/Cert. CIP Code:		
	2 <sup>nd</sup> 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.		
<b>CERTIFICATES:</b> <i>If adding financial aid eligibility to an existing Stand-Alone certificate, include the <a href="#">IU Certificate Proposal Form</a> as proposal documentation (including sections 5-7). Adding a Stand-Alone option to an existing Area Certificate requires the same information as new Certificate proposal. Please also complete the <a href="#">IU Certificate Proposal Form</a> and submit as a new certificate proposal.</i>			
Required documentation:	<ul style="list-style-type: none"> <li>• If changing credit hours, include curriculum detail, including competencies, courses, and credit hours required.</li> <li>• Faculty Curriculum Committee Approval.</li> <li>• Office of Online Education Approval (if part of online or hybrid degree of certificate).</li> </ul>		



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

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

<i>Enter proposed program change(s) below as appropriate and describe in Section 4 and/or attached documentation.</i>				
1. Program Type:	Major <sup>2</sup>	Minor	Micro-credential <sup>3</sup> (also complete line 6)	Badge <sup>4</sup> (also complete line 6)
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 pertaining to Micro-credentials and Badges:	Available as Stand-Alone (outside Degree or Certificate)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
	Available online?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
7. Part of Online or Hybrid degree or certificate?	<input type="checkbox"/> YES		<input type="checkbox"/> NO	
<i>Please note if "yes":</i>				
8. Eliminating or Suspending Major, Minor, Micro-credential, or Badge:	<input type="checkbox"/> Eliminating		<input type="checkbox"/> Suspending	
Required documentation:	<ul style="list-style-type: none"> <li>• <i>If changing credit hours, include curriculum detail, including competencies, courses, and credit hours required.</i></li> <li>• <i>Faculty Curriculum Committee Approval</i></li> <li>• <i>Office of Online Education Approval (if part of online or hybrid degree of certificate), or offered as a stand-alone online Micro-credential or Badge.</i></li> </ul>			

<sup>2</sup> Majors are inclusive of Tracks, Concentrations, and Specializations.

<sup>3</sup> A micro-credential is a grouping of courses that represents a focused set of knowledge in a particular subject area.

<sup>4</sup> A Badge is an indication of skills development that may occur within the context of one or more courses.



**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:	<ul style="list-style-type: none"> <li>• <i>University Naming Committee Approval (if required).</i></li> <li>• <i>Registrar support/approval.</i></li> <li>• <i>Approval of the University Registrars’ Council.</i></li> <li>• <i>Campus Approval.</i></li> </ul>



**SECTION 4: RATIONALE AND ADDITIONAL INFORMATION**

*(Required for ALL Proposals)*

*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](mailto:approval@iu.edu)*