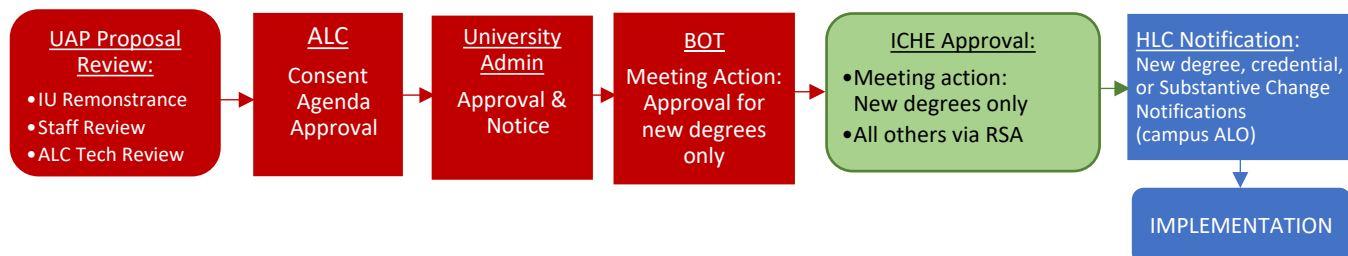


**BEFORE YOU BEGIN**

- Please begin all proposal development by verifying required approvals and current documentation below or at [uap.iu.edu](http://uap.iu.edu).
- All contingent approvals (online, graduate, international) should be completed during proposal development and prior to APPEAR submission. See next page for additional information regarding contingent approvals and contingent processes.
- Please be aware that programs are not to be advertised or announced before completing all required approvals.

**PROCESS MAP: POST-CAMPUS APPROVALS AND ACTIONS**

Begins after campus APPEAR submission.


**ACADEMIC PROGRAM APPROVALS**

1	NEW DEGREES	Change Type	UNIVERSITY APPROVALS			EXTERNAL APPROVALS
			ALC	UA + Pres	BOT meeting	ICHE meeting
Degree	New <sup>1</sup>		Approval	Approval	Approval	Approval

2	ACADEMIC PROGRAM INVENTORY (API) CHANGES	Change Type	UNIVERSITY APPROVALS		EXTERNAL APPROVALS
			ALC	UA	ICHE via RSA
Degrees, Standalone Certificates	Additional, Same Discipline	Approval	Approval	Approval	Approval
	Elimination <sup>6</sup>	<i>notification</i>	<i>notification</i>	<i>notification</i>	<i>notification</i>
	CIP Code Change	Approval	Approval	Approval	Approval
	Credit Hour Change <sup>2</sup>	Approval	Approval	Approval	Approval
	Mode of Delivery Change <sup>2</sup>	Approval	Approval	Approval	Approval
	Merge or Split Program	Approval	Approval	Approval	Approval
Standalone Certificates	New	Approval	Approval	Approval	Approval

3	CURRICULUM/TRANSCRIPTS	Change Type	UNIVERSITY APPROVALS	
			ALC	UA
All Credentials	Existing at New Location <sup>1</sup>	<i>notification</i>	--	
	Existing to new School/College	<i>notification</i>	--	
	Dual Credential (both existing)	<i>notification</i>	--	
Area Certificate	New	Approval	Approval	
	Name Change	Approval	Approval	
	Elimination <sup>6</sup>	<i>notification</i>	<i>notification</i>	
Majors <sup>2</sup> (incl. Graduate Concentrations and non-degree licensure programs)	New	Approval	Approval	
	Name Change	Approval	Approval	
	Elimination <sup>6</sup>	<i>notification</i>	<i>notification</i>	
Minors/Concentrations/ Tracks/Specializations <sup>2</sup>	New	<i>notification</i>	--	
	Name Change	<i>notification</i>	--	
	Elimination <sup>6</sup>	<i>notification</i>	--	
Articulation Agreements	New	<i>notification</i>	--	
Assessed Alternative Credentials <sup>3</sup>	New	<i>notification</i>	--	
	Name Change	<i>notification</i>	--	
Suspension (all items) <sup>4</sup>	Internal Suspension	<i>notification</i>	--	
Transcript Notations <sup>5</sup>	New or Modified	<i>notification</i>	--	

**Key and Abbreviations:**

**ALC:** Academic Leadership Council  
**BOT:** Board of Trustees – Meeting Schedule  
**ICHE:** Indiana Commission for Higher Education – Meeting Schedule  
**RSA:** Routine Staff Action submitted to ICHE – Meeting Schedule  
**UA:** University Administration. Approvals via ALC Executive Committee (+ President for new degrees only)  
**API:** Academic Program Inventory

<sup>1</sup> For IUFW and IUC: New Degrees not already approved for IUI follow the New Degree approval in Table 1. Otherwise, Existing at New Location.  
<sup>2</sup> Changes that impact the overall credit hours or mode of delivery for the Degree/Certificate program follow the corresponding Degree/Certificate approval pathway indicated in Table 2.  
<sup>3</sup> Alternative Credentials are approved at the campus and recorded in APPEAR for notification. (May also be referred to as microcredentials.)  
<sup>4</sup> Suspended items: Suspensions can last up to 3 years before re-evaluation for elimination.  
<sup>5</sup> Transcript notations may require consideration at the Registrars' Council.  
<sup>6</sup> Eliminations require confirmation of zero enrollment with the campus registrar.

**THE MATRIX FOR ACADEMIC STRUCTURE APPROVALS APPEARS ON THE NEXT PAGE.**

**ACADEMIC STRUCTURE APPROVALS**

4	STRUCTURE TYPE	Change Type	CAMPUS		UNIVERSITY			EXTERNAL
			SCHOOL	CHANCELLOR/PROVOST	ALC/EVP	UA	BOT	ICHE
	<b>Branch or Extension Center</b>	New	--	Approval	Approval	Approval	Approval	Approval (meeting)
	<b>School or College</b>	New	Approval	Approval	Approval	Approval	Approval	Approval (meeting)
		Name Change	Approval	Approval	Approval	Approval	--	Info (memo)
	<b>Centers/Institutes (with state funding)</b>	New	Approval	Approval	Approval	Approval	Approval	Approval (meeting)
		Name Change	Approval	Approval	Approval	Approval	--	Info (memo)
	<b>Department</b>	New	Approval	Approval	Approval	Approval	--	--
		Name Change	Approval	Approval	Approval	Approval	--	--
		Transfer	Approval	Approval	Approval	Approval	--	--
	<b>Centers/Institutes (University-based)</b>	New	Approval	Approval	Approval	Approval	--	--
		Name Change	Approval	Approval	Approval	Approval	--	--

- Campus-based centers report as information-only; University-wide centers are reviewed by the ALC and require UA approval (and consultation with the VP for Research if research-based).
- Board of Trustees Agenda Item (*meeting*) only if substantial funding is involved.
- Naming items must be considered in the context of the [Institutional Naming Policy \(UA-06\)](#).

**ADDITIONAL NOTES AND GUIDANCE:**

See website for additional detail

**CONTINGENT APPROVALS:**

\*Include approval date(s) in APPEAR entry.

\*Include any approval documents as attachments in APPEAR entry.

**IU Online:** Submit an [Initial Request Form \(IRF\)](#) for:

- New online programs (degrees or stand-alone certificates)
- Changes to existing online programs
- Adding or changing online in mode of delivery:
  - Online: 100% (Y) or 80-99% online (Y8)
  - Hybrid: 50-79% of program is online (Y5)

**Graduate School:** Receive approval from proposing campus Graduate School/Committee.

**International:** Contact the [Office of International Affairs](#) if the program involves an agreement with an International Institution.

**CONTINGENT PROCESSES:**

These **must** be completed as part of the proposal development.

Contact [approval@iu.edu](mailto:approval@iu.edu) to complete these steps.

- Enrollment and degree projections
  - New degrees (degree proposal section 8)
- CIP Code review
  - New degrees
  - New standalone certificates
- UA market and demand analysis
  - New degrees
  - New standalone certificates
- Articulation planning
  - New baccalaureate degrees

**CAMPUS SUBMISSION: HLC NOTIFICATION:**

Upon final IU or ICHE approval as indicated by the matrix, campus units must provide program changes to the campus Accreditation Liaison Officer (ALO) so they can contact HLC and provide the Substantive Change Notification as required.