APPEAR Initiator Checklist:
Required Verifications Before Completing APPEAR Submissions

Campus: _____   Proposal Description:_____

APPEAR entry:
- ☐ 1. Confirm Entry Type based on the [Proposal Types and Required Documentation](#) page.
- ☐ 2. All fields marked with an asterisk (*) must be completed.
- ☐ 3. Document Description: Please include FORMAL NAME. A minimal change descriptor may be included if appropriate. e.g., "Master of Liberal Arts (change credits 36 to 30)"
- ☐ 4. If program is Online, indicate in the "Location" field and enter OOE Approval Date. If OOE has not approved an online proposal, it may not be marked as submitted. Please SAVE only and await OOE approval.
  - Upload the OOE approval notice as a supporting document, indicating the approval date in the adjacent comment field.

Documents for upload:
The **proposal document** must be that which is identified in the [Table of Required Documents](#).
- ☐ 1. Degree Proposal Form
- ☐ 2. Certificate Proposal Form
- ☐ 3. Program Change Request

Additional Documents, if not included in the proposal, and as required:
- ☐ 1. Letters of Support (new degrees) must include at least two from outside of IU.
- ☐ 2. Articulation Planning Form (Appendix 8) is required for all new baccalaureate degrees.
- ☐ 3. Board of Trustees Coversheet. Only required for NEW degree proposals.

Documentation of approvals:
- ☐ 1. Campus Approval
- ☐   a. Curriculum Committee of Faculty Senate – upload agenda, minutes, or memo showing Committee action, and enter date of action in "Campus Approval" field.
- ☐   b. Chancellor/Provost approval – signed acceptance of Curriculum Committee/Senate action, or memo indicating approval. Upload in "all other attachments."
- ☐ 2. Contingent Approvals. If approval is required by the Office of Online Education, the Graduate School, or International Affairs, upload documentation in "all other attachments" area, and indicate date of approval if there is a field provided (OOE only).

Finalizing submission:
- ☐ 1. "SAVE" all proposals first. Confirm all required information and documents
- ☐ 2. Only "SUBMIT" if all required information and documentation is complete.

Date Submitted: _____   APPEAR ID:_____

Reference Links:
1. [Guidance on Proposal Development](#)
2. [Proposal Types and Required Documentation](#)
3. [IU Academic Programs Development & Approval Guide](#) (APPEAR Handling Document)
4. [UAP Approvals Document Store](#)