**New Degree Proposal Supplement:**

**Higher Learning Commission (HLC) New Degree Program Screening Form**

*This form must be submitted with ALL new degree proposals.*

Please complete as much as you are able. The table and information on page 4 is *mandatory*.  
Information collected in this form is most readily available when the curriculum is being built for new degrees and is required when notifying HLC of a new degree program. Upon final approval of the degree, this information will be entered by the Accreditation Liaison Officer (ALO) for the campus as a “Substantive Change Notification” for New Academic Programs at: <https://www.hlcommission.org/Accreditation/new-degree-program-screening-form.html>

**Instructions from HLC:** Institutions should complete this form for any new degree program to determine if prior HLC approval is required. If the institution is planning a new certificate or diploma program, complete HLC's [certificate program screening form](https://www.hlcommission.org/Accreditation/certificate-program-screening-form.html). If it is planning changes to an existing program, complete the [screening form for changes to existing academic programs](https://www.hlcommission.org/Accreditation/screening-form-for-changes-to-existing-academic-programs.html).

**Important: (*This paragraph is directed at the ALO.*)** In order to complete this form, you will need your institution's General Stipulation from its [Institutional Status and Requirements (ISR) Report](https://www.hlcommission.org/Accreditation/download-the-isr-report-canopy-user-guide.html). This stipulation provides information on the approved program levels for the institution and indicates whether any program limitations are in place. Institutions must receive approval from HLC to offer programs at a new credential level. The stipulation is not a complete listing of approved programs for the institution.

**Resources:**

* *Degree proposal instructions and required documentation may be found at:*[*https://uap.iu.edu/academic-program-approval/proposal-types/degree-approvals.html*](https://uap.iu.edu/academic-program-approval/proposal-types/degree-approvals.html)
* *The Academic Program Inventory (API), including current approved degrees and certificates and their Classification of Instructional Program (CIP) Codes is available at:*[*https://uirr.iu.edu/resources/acad-prog-inv/index.html*](https://uirr.iu.edu/resources/acad-prog-inv/index.html)

First name:**(\*)**



Last name:**(\*)**



Title:**(\*)**



Email address:**(\*)**



Institution name:**(\*)**



## Details of the Proposed Program

Full program name:**(\*)**



Proposed 2020 CIP code and program name:**(\*)**



Degree or nearest instructional level: **(\*)**  
(e.g., A.A.S., A.A., A.S., B.A., B.S., M.A., M.S., Ed.D., Ph.D., M.F.A., M.B.A., etc.)**(\*)**



Major:**(\*)**



Other (e.g., concentrations, specializations, track or emphasis):



Total number of credit hours required for the program:**(\*)**



Is the proposed program a competency-based education (CBE) program?  
  
*This would include credit-based, direct assessment or hybrid CBE programs.*

 Yes  
 No

Modality(ies) in which the program will be offered (select all that apply):**(\*)**  
See [*HLC's Glossary*](https://www.hlcommission.org/General/glossary.html) for definitions of distance, correspondence and competency-based education.

 Correspondence education  
 Distance education  
 On-site/in-person instruction  
 Other (please specify)

Is this the first program at a new instructional level?**(\*)**

 Yes  
 No

Is this the first non-Ph.D. doctoral level program at the institution?**(\*)**

 Yes  
 No

Is this the first Ph.D. program at the institution?**(\*)**

 Yes  
 No

Is this the first nursing program at the institution?**(\*)**

 Yes  
 No

Does the general stipulation on your institution's ISR Report have any program limitations at the same degree level as the proposed new program?**(\*)**

 Yes  
 No

Does the four-digit CIP code (XX.XX) of the proposed program match the four-digit CIP code of other approved degree program(s) (not counting microcredentials or certificates) offered at the same level?**(\*)**

 Yes  
 No

Does the institution currently offer an approved degree program (not counting microcredentials or certificates) with the same 2-digit CIP code (XX.) as the proposed program?**(\*)**

 Yes  
 No

Will the proposed program replace a program currently offered with the same CIP code?**(\*)**

 Yes  
 No

Please indicate the number of credit hours in each of the following categories. (Note: calculated total must equal the total number of credit hours required for the program.) **(\*)**

| Category | Number of Credit Hours | Percent of Total |
| --- | --- | --- |
| Existing or repackaged curricula: Courses from existing inventory of courses at the institution |  |  |
| Revised or redesigned curricula: Courses for which content has been revised for the new program |  |  |
| New curricula: Courses developed for the new program that haven't been offered at the institution |  |  |
| TOTAL: Must match the total number of credit hours required for the program |  |  |

Will new faculty expertise or new faculty members be needed to launch this program?**(\*)**

 Yes  
 No

Will the proposed program require a large outlay of additional funds by the institution?**(\*)**

 Yes  
 No

*Questions? Please contact University Academic Policy at* [*approval@iu.edu*](mailto:approval@iu.edu)*.*