

General Matrix for the Approval Process for New Degrees, Certificates, Centers/Institutes, Etc.

	Dept	School	Budget Office	Research & Grad. School	Campus Curriculum Committee	Academic Leadership Council	Executive Vice President	Board of Trustees		Indiana Commission for Higher Education		
								Action Required (Agenda)	Information Only (AAR)	Staff Action	ICHE Action	Information Only
Centers/Institutes (New)	Yes	Yes	No	Yes****		Yes	Yes	No/Yes****	No/Yes****	No	No	No
Center/Institute (Name Change)	Yes	Yes	No	Yes****		Yes	Yes	No	Yes	No	No	No
Certificates (under 30 credit hours)	Yes	Yes	No	No		Yes	Yes	No	Yes	No	No	No
Certificates (over 29 credit hours)	Yes	Yes	Yes	No		Yes	Yes	Yes	No		Yes	No
Degrees (New)	Yes	Yes	Yes	Yes****		Yes	Yes	Yes	No		Yes***	No
Degree (Name Change)	Yes	Yes	No	Yes****		Yes	Yes	No	Yes		No	Yes***
Department (New)	Yes	Yes	No	No		Yes	Yes	No	Yes		No	No
Department (Name Change)	Yes	Yes	No	No		Yes	Yes	No	Yes		No	No
Majors (New)	Yes	Yes	No	No		No**	Yes	No	No		No	No
Majors (Name Change)	Yes	Yes	No	No		No**	Yes	No	No		No	No
Minors (New)	Yes	Yes	No	No		No	Yes	No	No		No	No
Minors (Name Change)	Yes	Yes	No	No		No	Yes	No	No		No	No
School (New)	Yes	Yes	Yes	No		Yes	Yes	Yes	No		Yes	No
School (Name Change)	Yes	Yes	Yes	Yes		Yes	Yes	Yes	No		No	Yes

\*\* No approval unless listed separately in ICHE inventory. If a 'new major' is to be separately reported to ICHE, follow 'new degree' process. "New majors" in B.A. areas and in B.S. Education areas are usually reported separately; other B.S. majors usually not reported separately.

\*\*\* B.A. or B.S. in area only need letter of approval as long as B.S. or B.A. in area is approved (i.e., B.A. in Psychology, if B.S. in Psychology is already approved).

\*\*\*\* Board of Trustees Agenda Item only if it involves substantial money, otherwise it is an Administrative Action Item.

\*\*\*\*\*It only goes to the Research and Graduate School if it is a M.A., M.F.A., or Ph.D., not a professional degree.

Please note with regard to the Trustees: Administrative Action Items are an information only item – Although Trustees do “approve” the item, it is generally just a formality.

Agenda Items must be APPROVED by the Trustees BEFORE they can continue through the process.

This chart is a combination of one prepared by Les Coyne in 2002, one prepared by the Academic Approval Process Committee in 2003, and a chart from COAS in 2005.

This chart was prepared by the Academic Affairs and Dean of the Faculties office in November 2005.

This chart was revised by the Office of the Executive Vice President in August 2006.