

GENERAL MATRIX FOR THE ADMINISTRATIVE APPROVAL PROCESS FOR NEW DEGREES, CERTIFICATES, CENTERS/INSTITUTES, ETC.

OFFICE OF THE EXECUTIVE VICE PRESIDENT, 1/10/09

	Dept/Div/ School	Budget Office	University Graduate School	Campus Academic Officer/ Chancellor	Academic Leadership Council/EVP	President	Board of Trustees		ICHE		<i>Step by Step (as required)</i>
							Information Only (AAR)	Action Required (Agenda)	Information Only	Requires Action	
Centers/Institutes (New)	Yes	Yes	Yes/No ^a	Yes	Approval ^e	President forwards to Board of Trustees	No/Yes ^b	No/Yes ^b	Yes		<ol style="list-style-type: none"> 1. Department or Policy Group initiates proposal with faculty recommendations. 2. School Dean sends proposal to school policy group (committee) for approval. 3. Once approved by the school/division, proposal goes forward to the next level with the budget information as reviewed by the Budget Office. 4. If it is a practitioner degree, it should go to the Graduate school; professional degrees do not go through the Graduate school. 5. It should then go to the Campus Academic Officer who typically requests campus level review from the Campus Curriculum Committee before submitting it for continued action as the chart shows. 6. Once recommended by the ALC and Executive Vice Presidents, approvals are forwarded to President via Office of the EVP. 7. Office of EVP prepares agenda items for BoT 8. After University approvals, EVP Office works with ICHE staff to process proposal.
Center/Institute (Name Change)	Yes		Yes/No ^a	Yes	Approval		Yes				
Branch or Extension Centers (New)	TBD	Yes	TBD	Yes	Approval			Yes		Yes	
Certificates (under 30 credit hrs)	Yes		Yes/No ^a	Yes	Approval		Yes				
Certificates (30 or more credit hrs)	Yes	Yes	Yes/No ^a	Yes	Approval			Yes		Yes	
Degrees (New)	Yes	Yes	Yes/No ^a	Yes	Approval			Yes		Yes	
Degrees (Additional in same discipline) ^c	Yes	No ^f		Yes	Approval			Yes ^g	Yes ^c		
Degree (Name Change)	Yes		Yes/No ^a	Yes	Approval		Yes		Yes ^c		
Department (New)	Yes	Yes		Yes	Approval		Yes				
Department (Name Change)	Yes			Yes	Approval		Yes				
Department (Transfer to different School/College)	Yes			Yes	Approval		Yes				
Certificates/Degree/Program Terminations	Yes		Yes ^a	Yes	Information only		Yes		Yes		
School (New)	Yes			Yes	Approval			Yes		Yes	
School (Name Change)	Yes			Yes	Approval			Yes	Yes		
Graduate Degree Tracks (New)	Yes		Yes/No ^a	Yes	Information only						
Majors (New)	Yes			Yes	Yes/No ^d						
Majors (Name Change)	Yes			Yes	Yes/No ^d						
Minors (New)	Yes		Yes ^a	Yes							
Minors (Name Change)	Yes		Yes ^a	Yes							

^a Dependent on school affiliation. For degree programs, includes MA, some MS, MFA, and PhD; excludes professional degrees.

^b Board of Trustees Agenda Item only if it involves substantial funding, otherwise it is an Administrative Action Item.

^c BA or BS in area only need letter of approval as long as BS or BA in area is approved (i.e., if BS in Psychology is already approved, BA in Psychology does not require action by ICHE).

^d 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 BA areas and in BS Education areas are usually reported separately; other BS majors usually not reported separately.

^e Campus-based centers report as information-only; University-wide centers are reviewed by the ALC, and require approval by EVPs (and consultation with VP Research if research-based).

^f No detailed budget information required, but a summary budget sheet is required for BoT evaluation.

^g Per Trustee Talbot (4/08), new degrees in the same discipline require BoT action.

Please note with regard to the Trustees: Administrative Action Items are an information-only item. Although Trustees do "accept" the items on the report, it is not an "approval". Agenda Items must be APPROVED by the Trustees BEFORE they can continue through the process. Programs *cannot* be advertised or announced prior to ICHE approval. AAR items for new programs and degrees are reported by Office of EVP.

This chart is a continuing update from those compiled in 2002, 2003, 2005, and 2007 with input from IUB Dean of Faculties and Budget Offices in prior versions.