

General Matrix for the Approval Process for New Degrees, Certificates, Centers and Institutes

	Dept. & School	Budget Review	University Graduate School	Campus Academic Officer (AA/CCC)	Academic Leadership Council	Board of Trustees		Higher Ed Commission		Step by Step
						Action Required (Agenda)	Information Only (AAR)	Requires Action	Information Only	
Centers/Institutes (New)	Yes	IUB: Provost Office; Other Campuses: Budget Office	Yes/No ^a	Yes	Approval	No/Yes ^b	No/Yes ^b	No	Yes	<ol style="list-style-type: none"> 1. Department or Policy Group initiates proposal. 2. Dean of school sends proposal to school policy group for approval. 3. Once approved by the school, it 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 Research and Graduate school; professional degrees do not go through the Research and Graduate school. 5. It should then go to the Senior Vice President for Academic Affairs who typically requests campus level review from the CCC before submitting it for continued action as the chart shows.
Center/Institute (Name Change)	Yes		Yes/No ^a	Yes	Approval	No	Yes	No	No	
Certificates (under 30 credit hours)	Yes		Yes/No ^a	Yes	Approval	No	Yes	No	No	
Certificates (30 or more credit hours)	Yes	IUB: Provost Office; Other Campuses: Budget Office	Yes/No ^a	Yes	Approval	Yes	No	Yes	No	
Degrees (New)	Yes	IUB: Provost Office; Other Campuses: Budget Office	Yes/No ^a	Yes	Approval	Yes	No	Yes	No	
Degree (Name Change)	Yes		Yes/No ^a	Yes	Approval	No	Yes	No	Yes ^c	
Department (New)	Yes	IUB: Provost Office; Other Campuses: Budget Office	No	Yes	Approval	No	Yes	No	No	
Department (Name Change)	Yes		No	Yes	Approval	No	Yes	No	No	
Majors (New)	Yes		No	Yes	No ^d	No	No	No	No	
Majors (Name Change)	Yes		No	Yes	No ^d	No	No	No	No	
Minors (New)	Yes		Yes/No ^a	Yes	No	No	No	No	No	
Minors (Name Change)	Yes		Yes/No ^a	Yes	No	No	No	No	No	
School (New)	Yes		No	Yes	Approval	Yes	No	Yes	No	
School (Name Change)	Yes		No	Yes	Approval	Yes	No	No	Yes	

^a Dependent on school affiliation. For degree programs, includes M.A., some M.S., MFA, and Ph.D.; excludes professional degrees.

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

^c 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).

^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 B.A. areas and in B.S. Education areas are usually reported separately; other B.S. majors usually not reported separately.

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.

(Originating Office: Academic Affairs and Dean of the Faculties updated on 5/17/2007 at 11:47:23 AM)