To: Purdue System-wide Academic Officers
From: Acting Executive Vice President for Academic Affairs and Provost Victor Lechtenberg
Date: October 25, 2012
Re: Newly approved Indiana Commission for Higher Education Checklist for New Degree Programs

The Indiana Commission for Higher Education approved a new format for the submission of new degree programs at their August 2012 meeting. Effective immediately, all new degree programs must follow the format of the checklist attached to this memorandum.

Each proposal submitted will require two versions: (1) a full proposal that includes full discussion, sample plans of study, survey results, letters of support, Tables 1 and 2 (attached) and additional materials and information; and (2) an abbreviated version called a Program Description that would be provided as hard copy for the Commission members. This shorter version—no more than eight pages as a rule of thumb, should provide summary information that addressee the checklist criteria and could include references to the full proposal for continued discussion and additional materials. The Program Description may have appendices, but these materials should be kept to a minimum. The former format required by the Commission included three tables. While much of the information on these tables will still need to be provided in proposals, the three attached tables are revised versions that should work more effectively. Please note that one of these tables is a worktable. The financial officers for your area should be included in the completion of the tables.

This checklist format should be used also for all new on-line degree programs that are not versions of an existing, already-approved degree which comply with the attached approved Distance Education Policy and for certificate programs that are not subsets of an existing, already-approved degree program.

On-line degree programs that are mirrors of an existing degree program will require only a memorandum and will be approved as a “routine item” by the Commission. Certificates that are a subset of an existing degree program and where the courses in the certificate could be applied to the degree program will require only a memorandum as well.

Please forward this information to all department heads and other administrators who might be involved in the development of new academic programs.

These materials are also available on the website for the Office of the Provost. Models for completion of the tables are also provided at this site.

If you have any questions, please feel free to contact Candiss B. Vibbert: vibbert@purdue.edu

Thank you.