Curricula –NEW Degree Program or Certification

1. Initiate Request to plan a proposal

2. What is the request for?
   a. Degree Program
   b. New Certification

3. Information to include:
   a. Rationale
   b. Projected headcount
   c. Critical Courses
   d. Effective Term

4. Contact Enrollment Management Analysis & Reporting (EMAR) for assessment market demand

5. Department head will review
   a. Decision:
      i. Approve - proceed
      ii. Deny - Send back to initiator

6. Dean of School/College will review
   a. Decision
      i. Approve - proceed
      ii. Deny - Send back to initiator

7. Notifications are sent to:
   a. Office of the Registrar
   b. Office of the Provost
   c. Associated Deans

8. Office of the Provost will review with UEAC
   a. Approve - Initiator can submit for proposal
   b. Deny - Initiator must make changes according to the result

9. Initiator processes the request for formal proposal
   a. Should include supporting documentation:
      i. Characteristics
      ii. Rationale
      iii. Assessment of need
      iv. Cost and support
      v. Similar and related programs
      vi. Quality and other aspects
      vii. Plan of study including 8 semester template
      viii. Projected headcount
10. Department Head approval
   a. Approve – Send to the Dean of School/College for approval
   b. Deny – Send back to the initiator

11. Dean of School/College for approval
   a. Approve – Send out notifications Office of the Registrar
   b. Deny – Send back to the Initiator

12. Notifications are sent to:
   a. Office of the Registrar
   b. Provost Office
   c. Associated Deans

13. Provost Office will review and UAEC will provide an advisory vote
   a. Approve – Send to initiator for submission of formal proposal
   b. Deny – Send to initiator to make adjustments

14. Office of the Registrar reviews documents
   a. Approve – Send official documentation to the Provost office
   b. Deny – Send back to initiator to make adjustments

15. Provost Office for reviews with UEAC (Vote)
   a. Approve - Send to President/Board of Trustees to add to the Board of Trustees agenda
   b. Deny - Send to department to make changes necessary

16. President/Board of Trustees review
   a. Approve – Send to Provost Office to submit to ICHE
   b. Deny – Send to initiator to make adjustments

17. ICHE - Indiana Commission for Higher Education
   a. Approve – Approval letter will be sent to Provost Office
   b. Deny – Send to Provost Office for action

18. Provost Office will provide approval letter from ICHE to Office of the Registrar

19. Office of the Register will:
   a. SIS systems updated accordingly
   b. Communicate to University stakeholders including Admissions and Financial Aid