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