GENERAL MATRIX FOR THE ADMINISTRATIVE APPROVAL PROCESS FOR NEW ACADEMIC PROGRAMS

Academic Programs	Contingent Approvals	Pre-Approval	Dept	College	University Remonstrance	Other Campus Approvals	Faculty Senate	VCAA	Chancellor	Other System Approvals	Purdue Provost	Purdue President	Purdue Board of Trustees	ICHE	HLC
Updated – 3/4/2019	*Contingent Approvals*									*University System Approvals*				*External Approvals*	
New Degree Level		Yes	Yes	Yes	Yes	Graduate SC	Yes	Yes	Yes		Approval	Approval	Approval	Action	Yes
UG Certificates: New Stand-Alone Certificate	Notes a and c	Yes	Yes	Yes	Yes	Curr Rvw SC	Yes	Yes	Yes		Approval			RSA	
UG Certificates: New Area Certificate	Notes a and c	Yes	Yes	Yes	Yes	Curr Rvw SC	Yes	Yes	Yes		Approval				
Grad Certificates: New Stand-Alone Certificate	Notes a and c	Yes	Yes	Yes	Yes	Graduate SC	Yes	Yes	Yes	Grad School	Approval	Approval	Approval	RSA	
Grad Certificates: New Area Certificate	Notes a and c	Yes	Yes	Yes	Yes	Graduate SC	Yes	Yes	Yes	Grad School	Approval	Approval	Approval		
UG Degrees: New	Notes a and b	Yes	Yes	Yes	Yes	Curr Rvw SC	Yes	Yes	Yes		Approval	Approval	Approval	Action	
Grad Degrees: New	Notes a and b	Yes	Yes	Yes	Yes	Graduate SC	Yes	Yes	Yes	Grad School	Approval	Approval	Approval	Action	
Degrees (additional in same discipline)	Note a	Yes	Yes	Yes				Yes	Yes		Approval	Approval	Approval	RSA	
UG Degrees: New, Online (>50%)	Note a	Yes	Yes	Yes	Yes	Curr Rvw SC	Yes	Yes	Yes		Approval	Approval	Approval	Action	
Grad Degrees: New, Online (>50%)	Note a	Yes	Yes	Yes	Yes	Graduate SC	Yes	Yes	Yes	Grad School	Approval	Approval	Approval	Action	
UG Degrees: Existing, to be offered Online (>50%)	Note a	Yes	Yes	Yes	Yes	Curr Rvw SC	Yes	Yes	Yes		Info			RSA	
Grad Degrees: Existing, to be offered Online (>50%)	Note a	Yes	Yes	Yes	Yes	Graduate SC	Yes	Yes	Yes	Grad School	Approval			RSA	
UG Degrees: Dual Degrees (both Existing)		Yes	Yes	Yes	Yes	Curr Rvw SC	Yes	Yes	Yes		Approval				
Grad Degrees: Dual Degrees (both Existing)		Yes	Yes	Yes	Yes	Graduate SC	Yes	Yes	Yes	Grad School	Approval				
4+1 Degrees: Dual Degrees (both Existing)	Note a	Yes	Yes	Yes	Yes	Curr Rvw SC + Graduate SC	Yes	Yes	Yes	Grad School	Approval				
Degrees and Cert: Name Change		Yes	Yes	Yes				Yes	Yes		Approval	Approval	Approval	RSA	
Cert/ Degree/ Major/ Concentrations: Termination		Yes	Yes	Yes				Yes	Yes		Info			Info	
UG Majors/ Concentrations: New	Notes a and b	Yes	Yes	Yes	Yes	Curr Rvw SC	Yes	Yes	Yes						
Grad Majors/ Concentrations: New	Notes a and b	Yes	Yes	Yes	Yes	Graduate SC	Yes	Yes	Yes	Grad School	Approval				
UG Majors/ Concentrations: Name Change		Yes	Yes	Yes				Yes	Yes						
Grad Majors/ Concentrations: Name Change		Yes	Yes	Yes				Yes	Yes		Grad School	Approval				
UG Minor: New		Yes	Yes	Yes	Yes	Curr Rvw SC	Yes	Yes	Yes						
UG Minors: Name change		Yes	Yes	Yes				Yes	Yes						

GENERAL INFORMATION: Please note with regard to the Board of Trustees: Administrative Action Report (**AAR**) items are information-only. Although Trustees do "accept" the same items on the report, it is not an "approval". **Action** items must be APPROVED by the Trustees BEFORE they can continue through the process. **Programs cannot be advertised or announced prior to their last level of required approval.**

PROGRAMMING NOTES:

Required pre-approvals from departments and colleges/schools must be obtained before completing a request for pre-approval from the Office of Academic Affairs; all academic programs proposals must receive pre-approval from the OAA before filling out a proposal and moving forward with the approval processes outlined above.

(a) Contingent Approvals:
   1. University Graduate School: if degree(s) is (are) conferred by the graduate school.
   2. Division of Continuing Studies: if offered online. Contact DCS before preparing proposal.
   3. Office of International Studies: if offered through partnerships outside US.

(b) ICHE Program Approvals:
   1. ICHE approval is not necessary 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 in Education areas are usually reported separately; other BS majors are usually not reported separately.
   2. If a degree already exists and an additional designation is being added (e.g. adding a BS option where a BA is already approved), it is submitted to ICHE for Routine Staff Approval (RSA).

(c) Per HEOA (Higher Education Opportunity Act): certificates must be categorized as to whether students are eligible to receive federal student aid solely through enrollment in the certificate program.

Stand-alone certificates: those which may be pursued independent of a degree program - may be eligible for financial aid. To be declared aid eligible, they must be demonstrated to lead to "gainful employment." Required gainful employment documentation is available on the UAA website. (Financial aid eligibility is NOT a requirement.)

Area certificates are only available in conjunction with an existing degree program and are not eligible for financial aid classification by themselves.