# GENERAL MATRIX FOR THE ADMINISTRATIVE APPROVAL PROCESS FOR NEW ACADEMIC STRUCTURES

Updated - 5/2/17

| | | Campus Approvals | | | | | University Approvals | | External Approvals | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| | | Contingent Approvals | Dept | College | Other Campus Approvals | VCAA/ Chancellor | Purdue Provost/ President | Purdue Board of Trustees | ICHE | HLC | |
| Structural | Branch or Extension: New | Note d | | | | Yes | Approval | Approval | Action | Yes | |
| | School/College: New | | | Yes | | Yes | Approval | Approval | Action | | |
| | School/College: Name Change | | | Yes | | Yes | Approval | Approval | Info | | |
| | Department: New | | Yes | Yes | | Yes | Approval | Approval | | | |
| | Department: Name Change | | Yes | Yes | | Yes | Approval | Approval | | | |
| | Department : Transfer to a different School/ College | | Yes | Yes | | Yes | Approval | Approval | | | |
| | Centers: New | Notes d and e | Yes | Yes | | Yes | | | | | |
| | Centers: Name Change | | Yes | Yes | | Yes | | | | | |

Structural Notes

**(d)** Campus-based centers report as information-only; University-wide centers are reviewed by the ALC, and require approval by EVPs (and consultation with VP research if research-based)

**(e)** Board of Truestees Agenda Item only if it involves substantial funding, otherwise it is an Administrative Action Report (AAR) item.

**GENERAL INFORMATION:**

Please note with regard to the Board of Trustees: Administrative Action Report (AAR) items are information-only. Although Trustees do "accept" the 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.