

NEW GRADUATE PROGRAM APPROVAL OVERVIEW

For Degree Programs & Separately Reported Majors

Revised: March 2017

- I. Department notifies VCAA of the intention to develop a new program. Department prepares a pre-proposal for submission to VCAA via Dean. Instructions for preparing the pre-proposal memo are available from the Office of Academic Affairs.
- II. Department prepares Purdue Graduate School Program Pre-Proposal for submission to Associate VCAA who then forwards to Dean of Purdue Graduate Studies.
- III. Department prepares DRAFT proposal according to ICHE guidelines, which are available on-line from the VCAA's office, and forwards the draft to the VCAA via the Dean for comments. At this time, units whose resources may be affected by the proposed program (e.g. library, ITS, etc.) should be consulted. Units must contact their program librarian and complete the librarian questionnaire.
- IV. Department prepares and approves final proposal using ICHE forms and transmits it to the school/college.
- V. School/college considers proposal through their procedures. If the school/college approval process involves consultation across campuses, Dean completes this process before recommending approval. Dean recommends proposal to the VCAA and confirms all previous approvals.
- VI. VCAA requests completion of Enrollment and Budget Tables. Enrollment projections are developed by the department in cooperation with VCAA's office. Budget projections are developed by the department and Comptroller's office in cooperation with Purdue Fiscal Planning.
- VII. VCAA sends proposal to Graduate Subcommittee (for graduate programs) for review. Upon receipt of a proposal, the OAA, on behalf of the Subcommittee, will distribute the proposal for remonstrance to all deans, division directors, and department chairs for comment. The appropriate committee will discuss the proposal after reviewing the comments. If favorably reviewed, the subcommittee will advise the Senate that its review is not required. If not, the subcommittee will discuss its reservations and recommendations with the proposer.
- VIII. VCAA reviews proposal with Chancellor.
- IX. The VCAA office forwards the proposal to the Purdue Graduate School. Approval will be followed by Purdue Board of Trustees consideration.
- X. Following approval(s) by the Board(s) of Trustees, the President's office transmits the proposal to ICHE.