

Program Change Process (beginning July 1, 2019)

1. This process includes any undergraduate or graduate program (i.e., degrees and certificates) change including:
 - a. Change in the delivery (online, blended programs)
 - i. Online modes of delivery for a program must indicate the percent (or percent range) of online courses required
 - ii. Programs with online delivery should indicate whether the program is offered as online only, both online or main campus delivery (Muncie or Indy Center), or as a blended program with online and main campus requirements
 - b. Change in the program credit requirements
 - c. Change in the name of a degree or certificate
 - d. Change in the CIP code of a degree or certificate
 - e. Suspension, elimination, or reinstatement of a degree or certificate
 - i. Programs can be suspended for 2 years; after that time, they will be evaluated for elimination or reinstatement
 - ii. Program elimination should be done in early fall of each academic year for December submission to ICHE
 - f. Split or combine degree programs or certificates
 - g. Create an entirely new degree or certificate
 - i. Note: new programs should first be discussed with the appropriate Dean as well as the Vice Provost for Academic Affairs as additional information is needed
2. Departments submit proposed curriculum change paperwork to Academic Systems using Smart Catalog. This initiates the electronic workflow for review and approval
3. Internal review and approval of curriculum change by the appropriate College Curriculum Committee
 - a. If there are questions or concerns regarding the proposed curriculum change, the College Curriculum Committee can return the proposal to the academic unit for additional information
4. Academic Systems reviews proposed curriculum change for assessment of system requirements.
 - a. If there are questions or concerns regarding the proposed curriculum change, Academic Systems will contact the academic unit for additional information.
5. Internal review and approval of curriculum change paperwork by appropriate University governance committee (UEC, GEC, UCC, PEC)
 - a. If there are questions or concerns regarding the proposed curriculum change, the appropriate governance committee can return the proposal to the academic unit for additional information
6. Following governance committee approval, curriculum changes will be posted institutionally for a period of 10 days. If no demurrers during this period, Academic Systems will forward the curriculum change to the Office of the Vice Provost for Academic Affairs for approval. The Office of the Vice Provost for Academic Affairs will notify appropriate administrative offices:
 - a. Admissions, Enrollment Planning and Management, and Marketing and Communications, notified of program change
 - b. ICHE paperwork submitted for curriculum change (every December and May curriculum changes are submitted)
7. ICHE approval letters of submitted API changes received by the Office of the Vice Provost for Academic Affairs and then forwarded to the Graduate School, Enrollment Management and Planning, and Online and Strategic Learning as well as the appropriate Colleges and academic units.
8. The ICHE Academic Program Index (API) is cross-referenced annually in July with the Banner program inventory to ensure program alignment.

