Summary Sheet – how to move courses and programs ahead

All of these procedures are spelled out in detail in the various procedure sheets. This is meant to provide a quick overview and summary. See the procedure sheets for additional details.

- Courses – new courses need to go through the remonstrance process. This will take 60 - 90 days to make it through the campus and all campus processes so plan ahead.
- NOTE: If a degree (graduate or undergraduate) moves to more than 50% online, will need Higher Learning Commission (NCA) approval also.
- NOTE: If ANY of these changes require new or changed fees, please keep the deadlines (early February) in mind – almost all fees (changes or new) must go before the Board of Trustees.

Undergraduate Changes

For all of these the Registrar has specific information that will need to be provided before students can be admitted and before it will show on the transcript. **Contact the Registrar’s office before you begin!**

- Minors – this is a campus only process. They will go through the unit’s processes and then on to EPC (Educational Policies Committee) for information only. They can then receive a code and show on the students’ transcript.
- Certificates – this is a campus only process. They will go through the unit’s processes and then on to EPC for information only. They can then receive a code and show on the students’ transcript.
- Concentrations/Tracks – this is a campus only process. They will go through the unit’s processes and then on to EPC for information only. They can then receive a code and show on the students’ transcript.
- Changes in a program – this is a campus only process (example dropping a course from a list of requirements). They will go through the unit’s processes only unless this is a substantive change and then EPC will need to approve.
- New Degrees – this is the one exception – this change has to go through the full process. They will go through the unit’s processes, then on to EPC. They then must go to ALC (Academic Leadership Committee) and to the Board of Trustees and to the Indiana Commission for Higher Education.

Graduate Changes

Anything to do with graduate programs is much more complicated in that almost all changes will need to be approved at various off campus entities. For all of these the Registrar has specific information that will need to be provided before students can be admitted and before it will show on the transcript. **Contact the Registrar’s office before you begin!**

- Certificates (Post Baccalaureate) - They will go through the unit’s processes and then on to GPC. They then go to the Graduate Dean for approval, then must go to ALC (Academic Leadership Committee) for information only. They can then receive a code and show on the students’ transcript.
- Concentrations/Tracks - They will go through the unit’s processes and then on to GPC. They then go to the Graduate Dean for approval, then must go to ALC (Academic Leadership Committee) for information only. They can then receive a code and show on the students’ transcript.
- Substantive Changes in a program - They will go through the unit’s processes and then on to GPC. They then go to the Graduate Dean for approval, then must go to ALC (Academic Leadership Committee). This is the link to decide if a change is substantive or not. 
  [http://www.iu.edu/~uapp/AcadProgDev/docs/EVP_ApprovalsMatrix_h.pdf](http://www.iu.edu/~uapp/AcadProgDev/docs/EVP_ApprovalsMatrix_h.pdf)
- New graduate degrees - They go through the unit’s processes and then to GPC. They then go to the Graduate Dean for approval, then must go to ALC (Academic Leadership Committee), the Board of Trustees, the Indiana Commission for Higher Education (ICHE) and finally to the Higher Learning Commission (NCA). They can then receive a code and show on the students’ transcript.