

GENERAL MATRIX FOR THE ADMINISTRATIVE APPROVAL PROCESS FOR NEW ACADEMIC PROGRAMS

Updated -8/25/2022

	Contingent Approvals	Purdue Fort Wayne Approvals										University System Approvals				External Approvals		
		Pre-Approval	Dept	College	University Remonstrance	Subcommittee Approvals	Faculty Senate	VCAA	Chancellor	HLC Screening Forms	Other System Approvals	Purdue Provost	Purdue President	Purdue Board of Trustees	ICHE*	HLC		
Academic Programs	New Degree Level		Yes	Yes	Yes	Yes	Graduate	Yes	Yes	Yes	Yes			Approval	Approval	Approval	Action	Yes
	UG Certificates	Notes a and c	Yes	Yes	Yes	Yes	Curr Review	Yes	Yes	Yes	Yes			Approval			RSA	
	Grad Certificates	Notes a and c	Yes	Yes	Yes	Yes	Graduate	Yes	Yes	Yes	Yes		Grad School	Approval	Approval		RSA	
	UG Degrees: New	Notes a and b	Yes	Yes	Yes	Yes	Curr Review	Yes	Yes	Yes	Yes			Approval	Approval	Approval	Action	
	Grad Degrees: New	Notes a and b	Yes	Yes	Yes	Yes	Graduate	Yes	Yes	Yes	Yes		Grad School	Approval	Approval	Approval	Action	
	Degrees (additional in same discipline)	Note a	Yes	Yes	Yes				Yes	Yes	Yes			Approval	Approval	Approval	RSA	
	UG Degrees: New, Online (>79%)	Note a	Yes	Yes	Yes	Yes	Curr Review	Yes	Yes	Yes	Yes			Approval	Approval	Approval	Action	
	Grad Degrees: New, Online (>79%)	Note a	Yes	Yes	Yes	Yes	Graduate	Yes	Yes	Yes	Yes		Grad School	Approval	Approval	Approval	Action	
	UG Degrees and Cert: Existing, to be offered Online (>79%)	Note a	Yes	Yes	Yes						Yes			Info			RSA	
	Grad Degrees and Cert: Existing, to be offered Online (>79%)	Note a	Yes	Yes	Yes						Yes		Grad School	Approval			RSA	
	UG Degrees: Dual Degrees (both Existing)		Yes	Yes	Yes	Yes	Curr Review	Yes	Yes	Yes				Approval				
	Grad Degrees: Dual Degrees (both Existing)		Yes	Yes	Yes	Yes	Graduate	Yes	Yes	Yes			Grad School	Approval				
	4+1 Degrees: Dual Degrees (both Existing)	Note a	Yes	Yes	Yes	Yes	Curr Review + Graduate	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 Review	Yes	Yes	Yes	Yes							
	Grad Majors/ Concentrations: New	Notes a and b	Yes	Yes	Yes	Yes	Graduate	Yes	Yes	Yes	Yes		Grad School	Approval				
	UG Majors/ Concentrations: Name Change		Yes	Yes	Yes			Yes	Yes	Yes								
Grad Majors/ Concentrations: Name Change		Yes	Yes	Yes			Yes	Yes	Yes			Grad School	Approval					
UG Minor: New		Yes	Yes	Yes	Yes	Curr Review	Yes	Yes	Yes	Yes								
UG Minors: Name change		Yes	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 Education: 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.

All Routine Staff Action (RSA) by ICHE need the API Change Request form completed and sent to PWL Provost office

The Grad School expects all courses to be in the pipeline before they approve the program. That way the committee members approving the program can review the course content.