

Indiana Commission for Higher Education

**Practices and Procedures Regarding
Approval of New Academic Degree Programs:**

October 5, 2021

1. No proposal for a new degree program, school, or college will come to the Commission for action without first being discussed by the AA&Q Committee.
2. Proposals to be reviewed by the AA&Q Committee will be made available in advance of the Committee meeting, at which they will be discussed.
3. At each meeting of the AA&Q Committee, the status of all proposals pending before the Commission will be reviewed.
4. At each meeting of the AA&Q Committee, programs recommended by staff to be approved through routine staff action will be reviewed by the Committee; if no objections have been raised, the programs will then be considered to be approved and will be reported to the Commission at the next meeting as an information item.
5. Following discussion by the AA&Q Committee, proposals can be brought by the staff for action by the Commission.
6. The default action format for proposals discussed by the AA&Q Committee and brought to the Commission for action is as an expedited item, unless the review by the AA&Q Committee and Commission staff determines it should be a regular action item with a presentation by the institution and discussion by the full Commission.
7. After the Commission agenda has been published, any Commission member may determine that an expedited item should instead be considered as a regular action item at the next Commission meeting; otherwise, expedited items will be voted upon by the Commission without discussion.

Indiana Commission for Higher Education

Practices and Procedures Regarding Review of Staff Actions

October 5, 2021

The following degree program-related requests can be handled through staff action and do not need to be brought to the Commission for action:

1. Changes to program names and degree designations, such as adding a B.S. to a B.A. or an A.S. to an A.A.S.;
2. Adding a certificate program for any institution;
3. Adding Ivy Tech campuses and off-campus locations for existing programs at Ivy Tech;
4. Adding off-campus locations within the campus service area for existing programs at an IU or Purdue regional campus;
5. Changing a degree designation, such as a B.A. to a B.F.A., or an Ed.D. to a Ph.D. (however, changes at the doctoral level should be accompanied with additional documentation; explanation of why the change is being requested, indication of new CIP code, enrollment data broken out by tracks/majors, history of the tracks/majors)
6. Merging two separate programs into a single program or separating a major, concentration, specialization from an existing degree as a standalone degree program, as appropriate (however, changes at the doctoral level should be accompanied with additional documentation); and
7. Delivering an existing, on-campus program through distance education, provided the request is consistent with the *Policy on Approving Distance Education Programs* passed by the Commission at May 11, 2012.

In all cases involving requested changes through staff action, staff may request any additional information deemed necessary and may bring actions to the AA&Q Committee for discussion if circumstances warrant it.