

## **NEW PROGRAM APPROVAL OVERVIEW**

### **For Degree Programs & Separately Reported Majors**

Revised: August 2009

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1. 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 are available from the Office of Academic Affairs. If the proposed program is in a Purdue academic mission area, the VCAA will forward the pre-proposal to the Dean of the Purdue Graduate School (for graduate programs) or the Provost (for undergraduate programs) for consideration and endorsement. If the proposed program is in an Indiana academic mission area, the authority to consider and approve the pre-proposal rests with the VCAA.
2. Department prepares DRAFT proposal according to ICHE guidelines, which are available on-line or from the VCAA's office, and forwards the draft to the VCAA via the Dean for comments. At this time the VCAA's office will circulate the proposal to units whose resources may be affected by the proposed program (e.g. library, ITS, etc.).
3. Department prepares and approves final proposal and transmits it to the school.
4. School considers proposal through school-level procedures. If the School approval process involves consultation across campuses, Dean completes this process before recommending approval. For IU graduate program, IU Graduate School approval is obtained at this time. For Purdue graduate programs, Graduate School consideration occurs at Step 9 below. Dean recommends proposal to the VCAA and confirms all previous approvals.
5. If not completed earlier in the process or if statistics have become obsolete, VCAA requests completion of enrollment and budget projections. Enrollment projections are developed by VCAA's office in cooperation with department. Budget projections are developed by IPFW Comptroller's office in cooperation with Purdue Fiscal Planning.
6. VCAA sends proposal to IPFW Curriculum Review Subcommittee (for undergraduate programs) or Graduate Subcommittee (for graduate programs) for review. Upon receipt of a proposal, the OAA, on behalf of the Subcommittee, will distribute the proposal to all IPFW deans, division directors, and department chairs for comment. The CRS will discuss the proposal after receiving 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.
7. VCAA reviews proposal with Chancellor.
8. If the proposal is in an IU mission area, the VCAA forwards the proposal to the IU AOC for approval.
9. If the proposed program is in a Purdue academic mission area, the VCAA forwards the proposal to the Purdue Graduate School (for graduate programs) or Provost (for undergraduate programs). Approval will be followed by Purdue Board of Trustees consideration.

If the proposed program is in an IU academic mission area, the VCAA forwards the proposal to the IU Vice President for Academic Affairs for IU Board of Trustees consideration. The VCAA also forwards the proposal to the Purdue Executive Vice President for Academic Affairs for consideration of the budget by the Purdue Trustees.

10. Following approval(s) by the Board(s) of Trustees, the President's office of the university responsible for that academic mission area transmits the proposal to ICHE.

Note: Some steps shown above are omitted for proposals to create certificate programs or to change the name of an existing program.