

C. Program Approval Components

1. Curriculum Flowchart for Graduate Programs (See page 14.)
2. Request for New Program Approval: Reporting of Financial Implications -- Required

Based upon Academic Senate action (March 24, 2004), prior to submitting a new degree, sequence, or certificate program through the curricular process, a graduate version of the *Request for New Program Approval: Reporting of Financial Implications* form (available on the Academic Senate Web site at www.academicssenate.ilstu.edu/documents.html) must be approved by the Department/School Curriculum Committee, the Department Chair/School Director, the College Dean, the Provost, the Teacher Education Council Chair (if applicable), the College Curriculum Committee Chair, and the Graduate School. Following approval by the Graduate School, the form is returned to the academic unit and is attached to the curricular proposal for the new program (which should also include a *Graduate New/Revised/Deleted Graduate Programs Cover Sheet* and other documentation as required). This package is then forwarded by the Department/School Curriculum Committee to the College Curriculum Committee according to the usual curricular process.

3. Degree Programs/Sequences/Certificate Programs

- a. New Degree Programs. New degree programs must be approved by the Department/School, College, Graduate School, Academic Senate, Provost, Board of Trustees, and the Board of Higher Education. Prior to Graduate Curriculum Committee consideration of new degree programs, a conceptual statement of the program must have been included in the University Academic Plan. The format for New and Expanded Program Requests (NEPR), as established by the Board of Higher Education, should be followed for new programs. Contact the Office of the Provost to obtain the current NEPR format. New degree programs require approval by the Graduate Curriculum Committee, and approved new program proposals are reported to the Graduate Council and forwarded to the Academic Senate. An executive summary is to be provided by the Graduate School with each program proposal going to the Senate. The Senate requires electronic submission of proposals (MS Word format) for posting to the Senate Web site. When approved, the Senate will forward the proposal to the Office of the Provost. Note: New Integrated Degree programs must demonstrate the baccalaureate and master's degree efficiencies attained from such programs as equivalent to their non-integrated baccalaureate and master's programs through plans of study and course sequencing. Plans of study for integrated degree programs should be designed so that students who withdraw are able to complete requirements for the non-integrated baccalaureate program just as efficiently as students enrolled in the comparable non-integrated baccalaureate program.
- b. New Sequences. New sequences within a degree program must be approved through the Provost level. The guideline entitled *Request for Approval of a Subdivision of a Degree Program or Change of Name of Degree or Sequence* (found in the Attachments

section of these Guidelines) should be followed. New sequences require approval of the Graduate Curriculum Committee. Approved sequences are reported to the Graduate Council and forwarded to the Academic Senate. An executive summary is to be provided by the Graduate School with each program proposal going to the Senate. The Senate requires electronic submission of proposals (MS Word format) for posting to the Senate Web site. When approved, the Senate will forward the proposal to the Office of the Provost.

c. New Graduate-Level Certificates. There are three types of certificates available at the graduate level: (a) Graduate Certificate, (b) Post-Baccalaureate Certificate, and (c) Post-Master's Certificate.

The Graduate Certificate is an organized series of graduate courses requiring a minimum of 9, but no more than 17, hours beyond the bachelor's degree. A Post-Baccalaureate Certificate is an organized series of graduate courses requiring a minimum of 18 hours beyond the baccalaureate degree but less than a master's degree. A Post-Master's Certificate is an organized series of graduate courses with a minimum of 24 semester hours beyond the master's degree but less than a doctoral degree. The Graduate Certificate is approved by the Department/School, College, and Graduate Curriculum Committee. The Post-Baccalaureate and Post-Master's certificates are approved by the Department/School, College, GCC/Graduate Council, and the Academic Senate. An executive summary is to be provided by the Graduate School for each Post-Baccalaureate and Post-Master's Certificate. The Senate requires electronic submission of proposals (MS Word format) for posting to the Senate Web site. The Post-Baccalaureate and Post-Master's certificates are reported to the Illinois Board of Higher Education.

A certificate course of study shall meet the following requirements: (a) have a clear academic focus or competency as its subject; (b) meet a clearly defined educational need of constituency group, e.g., continuing education, accreditation for a particular profession; (c) respond to a specific state mandate; and/or (d) provide a basic competency in an emerging or interdisciplinary field

d. Circulation/Objections. See B.3.d. for procedure.

e. Deletion of Degree Programs, Sequences, and Graduate-Level Certificates. Degree programs, sequences, and graduate-level certificates for deletion must be approved through the Provost level. The format for the deletion of degree programs, sequences, and graduate-level certificates can be found in the Attachments section of these Guidelines.

f. Changes in Degree Programs, Sequences, and Graduate-Level Certificates. A change in the name of a degree program, sequence, post-baccalaureate graduate certificate, or post-master's graduate certificate requires approval of the Department Chair/School Director (DCC/SCC informed), the College Dean, and the Provost. (*Use Request for Approval of a Subdivision of a Degree or Degree Program Name Change* form, found in the Attachments section of these Guidelines.) A change in the name of a graduate certificate (9-17 hours), which is not reported to the IBHE, follows the same approval process as above except that the Director of Graduate Studies in the Graduate School approves the name change rather than the Provost. (*Use Graduate Certificate Program Name Change* form, found in the Attachments section of these Guidelines.)

It is recognized that some name changes are part of larger revisions. Name changes can accompany these larger proposals.

Revisions of existing programs, sequences, or graduate-level certificates go through the regular curricular process and are approved through the GCC/Graduate Council level.

Editorial changes can be requested by the Department Chair/School Director to the Graduate School.

g. Certification. Programs involving certification or recognition by the Illinois State Board of Education must also be approved by the Council for Teacher Education.

h. Interdisciplinary Proposals. Interdisciplinary proposals must show the signatures of the departments/schools that are involved and have the approval of the deans and curriculum committees of the colleges whose departments/schools are involved.