

Instructions: This form is intended for new programs. Changes to existing programs should be submitted with the Curriculum Change Routing Sheet (CCRS). Please verify all information is complete and accurate, and all documentation and required signatures are included prior to submitting to Academic Senate Curriculum Committee. See the IU Academic Leadership Council (ALC) [website](#) for more information. For approval timelines, please see the [IU Academic Approval Matrix](#).

SECTION I: General Information

Department/Program

College/School

Program Name

Brief description
of new program

Name of Individual Submitting Request

Faculty/Administrative Role

Date

Part A: Program Type (Select *ONLY* One)

New Program Type	Required Documentation	New Program Type	Required Documentation
Degree	ICHE Degree Proposal Form & Articulation Planning Sheet.	Stand-Alone Certificate (<12 cr.)	IU Certificate Program Proposal Form
Major	IU Program Change Request Form	Stand-Alone Certificate (>12 cr.)	ICHE Certificate Proposal Form
Minor	IU Program Change Request Form	Area Certificate	IU Certificate Program Proposal Form
Concentration	IU Program Change Request Form	Alternative Credential (ex. microcredential)*	Alternative Credential Proposal Form
Specialization	IU Program Change Request Form	Other	
Track	IU Program Change Request Form		

Part B: Format of New Program (Select 1 radio button and check *ALL others* that Apply)

On-Campus - Less than 50% of the required coursework is taken online according to IU definitions

Online - At least 80% of required credit hours are online

Hybrid - 50-79% of required courses are online and at least 21% are on campus

Collaborative

Shared

Dual/Joint/Blended

*Submission to Academic Senate Curriculum Committee only required for assessed and/or credit-bearing alternative credentials. For approval of non-assessed alternative credentials, please visit Teaching Online at IU. More information can be found [here](#).

SECTION II: Contingent Approvals

This proposal has been reviewed and received contingent approval from the offices listed below:

Office

Date (If applicable)

The Office of Academic Affairs/EVCAA

Online Education

International Programs

Other

SECTION III: Additional Supporting Documents

For ALL New Programs – Confirm Inclusion of Documents – Check ALL that Apply

Required Documentation listed in Section I, Part A (IU/ICHE Forms)

[Brief Market and Demand Analysis](#) (Included in ICHE form, if new degree or Certificate >12 credit hours, additional submission not required)

Documentation of Contingent Approvals

If New Degree – Also Check to Confirm Inclusion of:

Articulation Plan for New Baccalaureate Degrees

[Board of Trustees Cover Sheet](#)

Verified & Submitted by:

Name

Date

SECTION VI: Signatures & Approvals

Signatures indicate approval at the levels indicated on the dates noted.

DEPARTMENT/PROGRAM

Chair/Director Coordinator

Date

SCHOOL/COLLEGE CURRICULUM COMMITTEE

Chair

Date

DEAN/DESIGNEE

Dean/Designee

Date

CAMPUS ACADEMIC SENATE CURRICULUM COMMITTEE

Chair

Date

ACADEMIC AFFAIRS

Executive Vice Chancellor for Academic Affairs/Designee

Date

Upon receipt of complete documentation and approvals, AA will submit to the Registrar's office in preparation of Stellic changes, and APPEAR for continued approval routing. New programs cannot be advertised or implemented until all official approval notifications have been received. Please consult the IU [Academic Approval Matrix](#) for additional information.