



Preparing people to lead extraordinary lives

## Division of Academic Affairs Chart of Reviews and Approvals for Academic Matters

Administrative or Governance Body Role

Academic Matter Under Review			Dean <sup>1</sup>	BUS or GSCB	Faculty Council	Provost	President	Committee(s) of the BOT	Board of Trustees <sup>2</sup>	HLC/BHE/DOE <sup>3</sup>
			Category	No.	Type					
<b>Courses</b>										
	1	Change to course prerequisites and/or co-requisites	A							
	2	Change course title	A							
	3	Change course description	A							
	4	Change course learning outcomes	A							
	5	Convert course from face-to-face to blended, hybrid, online or vice versa	A							
	6	Change credit hours for a course	A							
	7	Reactivate a previously approved course without modification	A							
	8	Reactivate a previously approved course with modification	A							
	9	Inactivate an existing course or sequence of courses	A							
	10	Change to a course with special status (e.g., Engaged Learning, Core, Writing Intensive, Full-Time Status)	A		A <sup>4</sup>					
	11	Create new course	A							
<b>Programs (associates, bachelors, masters, doctoral, minor, certificate)</b>										
	12	Revise program learning outcomes	A			A				I <sup>5</sup>
	13	Change program modality (e.g., convert program from face-to-face to blended, hybrid, online or vice versa)	A			A				
	14	Change admissions requirements for a program	A			A				
	15	Suspend enrollment in an existing program	A			A				
	16	Modify program requirements (e.g., credit hours, required coursework, number of tracks and their requirements) when the curriculum ...is offered entirely within a single School/College	A			A				I <sup>5</sup>
	17	...draws one or more courses from another School; the change does not implicate borrowed course(s)	A			A				I <sup>5</sup>
	18	...draws one or more courses from another School; the change adds/subtracts a course from another School	A			A				I <sup>5</sup>
	19	Modify School/College level academic policy, standards, or regulations	A			A				
	20	Eliminate an existing program <sup>6</sup>	A	I		A				I/A
	21	Create New Program within an existing degree (e.g., associates, bachelors, masters, doctoral)	A	R		A	A <sup>7</sup>			I/A
	22	Modify the structure of the Core curriculum	A	R	R	A	A	R	A	I
<b>Degrees</b>										
	23	Change in minimum degree credit hour requirements	A	R	R	A	A	I		A
	24	Creation of a new degree type	A	R	R	A	A	R	A	I
	25	Elimination of existing degree	A	R	R	A	A	R	A	I
<b>Policy</b>										
	26	Create new academic policy, standards and regulations at the Institutional Level	R	R	R	A				
	27	Change academic policy, standards and regulations at the Institutional Level	R	R	R	A				
<b>Organization &amp; Administration</b>										
	28	Establish external partnership whereby another institution provides course credit and/or curriculum	A	I	R <sup>8</sup>	A	A	I	I	A
	29	Change to name and/or substantive change to mission of existing department or School	A	R	R	A	A	R	A	I
	30	Create new university academic credit-granting Center/Institute	R	I		A	A	I		
	31	Create New Department	A		R	A	A	I		
	32	Create new School or College	A		R	A	A	R	A	I
	33	Eliminate Existing Academic Department and Faculty	A	I	R	A	A	I		
	34	Eliminate Existing School or College	A	I	R	A	A	R	A	I
	35	Reorganization (e.g., merge or move) of academic units (e.g., programs, academic departments)	A	I	R <sup>8</sup>	A	A <sup>9</sup>			
	36	Reorganization/redirection of existing School	A	I	R <sup>8</sup>	A	A	R	A	
	37	Extension of academic programs or degrees to new sites	A	I	R <sup>8</sup>	A				A

**Proposals for items listed here are reviewed in the Curriculum Inventory Management (CIM) system. The process for review within a College/School/Institute will ensure that areas affected by a change are informed and have the opportunity to comment on a proposed change before it reaches the Dean. The Operational Subcommittee reviews proposals for items 6, 8, 9, and 11-37 for policy alignment, student success, and viability.**

<sup>1</sup> Although Deans typically serve as the initiator for these actions, the Provost may initiate proposals for items 12-37.  
<sup>2</sup> In some cases, academic matters in addition to those noted, may require Board approval.  
<sup>3</sup> Higher Learning Commission, Illinois Board of Higher Education, Department of Education  
<sup>4</sup> Changes are reviewed by committees specific to the type of course (e.g., Core committee, Engaged Learning committee).  
<sup>5</sup> Requires notification and possibly approval if the modification changes ≥ 25% of the curriculum. Specialized accreditation is managed at the School level, with required updates to the HLC liaison.  
<sup>6</sup> Program elimination may also be activated by the sunset clause or other review process implemented at the university. If the university eliminates an entire degree level (e.g., doctoral) then the President (A), BOT (A), and HLC (I) must review.  
<sup>7</sup> The President only approves new doctoral programs.  
<sup>8</sup> The Chair of Faculty Council will determine whether the proposal requires review, and when review of the full Council is needed.  
<sup>9</sup> The Provost will determine whether the proposal requires review by the President and/or BOT

**LEGEND:**  
**A - APPROVAL; I - INFORMATIONAL; R - REVIEW AND RECOMMEND**  
 updated August 18 2025



Preparing people to lead extraordinary lives

Chart of Reviews and Approvals for Academic Matters Division of Academic Affairs

Table with columns: Category, No., and Type. It lists various academic matters such as 'Change course prerequisites', 'Reinstate a previously approved course', and 'Create new program' with their respective review and approval processes.