



University of Illinois Springfield

Levels of Governance and Administrative Approval Chart - **Effective May 15, 2017**

This chart was developed to assist faculty and staff in determining the levels of review required, and the sequencing of governance and administrative processing necessary, to enact a wide variety of program changes. It is based on guidelines drawn from a number of sources, including the Illinois Board of Higher Education (IBHE), University of Illinois Statutes, and campus-level charts from the UIUC, UIC, and UIS campuses, and on input from the Curriculum Approval Process Task Force and the UIS Undergraduate and Graduate Councils.

The chart is organized into three major sections, which represent different areas of focus for program-related change: **Courses**, **Departments & Units**, and **Other**. Major sections are further delineated into subcategories of proposed changes (e.g., **Course Type** or **Action Type & Program Level**). Subcategory headings and descriptions are in bold and blue to highlight their importance, and are separated within the major sections by yellow color bands. Unique distinctions are highlighted in bold and red for emphasis.

For example, consider that, within the **Courses** category, a proposed course change may involve a course that is central to general education (campus-level) and, therefore, the curricular change would be of interest and importance to a broader segment of the campus than the same change to another course that only served a single major (program-specific level). Thus, the subcategory headings and descriptions provided in Column 1 reflect important contextual differences and are an essential starting point when using any section of the chart.

Specific program changes or actions are described in Column 3, labeled **Action**. For ease of reference, identifying numbers are provided in Column 2 (**Reference Number**) for each action specified. The designated levels of review, approval, and processing begin with Column 4 and move to the right. Levels of governance approval and administrative implementation decisions are distinguished from levels of administrative review and processing through the use of contrasting background colors for column headings (blue versus yellow). Within action rows, check marks indicate required levels of review, approval, or processing, and boxes are "grayed out" when the processing level is not required. Please also note that superscripts appear within the chart and are linked to important footnotes, which appear at the end of the associated section.

Section 1: Courses

Course Type	Reference Number	Action	Dept / Program Committee Approval	College Curriculum Committee Approval	Dean's Office Admin Processing	Dean's Office Implementation Decision	Undergrad / Grad Council	Gen Ed Council Approval	Assoc. Vice Chancellor Undergrad / Grad Review and Processing	Senate	BOT	IBHE	Catalog Processing	Registrar Processing
Campus-level Courses (General Education, ECCE, academic preparation, UNI, EXL, selected "topics" courses, electives)	1	Add new course	✓	✓	✓	✓		✓	✓				✓	✓
	2	Delete a course	✓	✓	✓			Information Only	✓				✓	✓
	3	Change the number of credit hours in a course	✓	✓	✓			Information Only	✓				✓	✓
	4	Change the title of an existing course	✓	✓	✓			Information Only	✓				✓	✓
	5a	Change the course description of an existing course	✓	✓	✓			✓	✓				✓	✓
	5b	Change the level of an existing course	✓	✓	✓			✓	✓				✓	✓
	6	Add course restrictions (i.e., prerequisite)	✓	✓	✓	✓			✓				✓	✓
	7	Delete course restrictions (i.e., prerequisite)	✓	✓	✓				✓				✓	✓

Course Type	Reference Number	Action	Dept / Program Committee Approval	College Curriculum Committee Approval	Dean's Office Admin Processing	Dean's Office Implementation Decision	Undergrad / Grad Council	Gen Ed Council Approval	Assoc. Vice Chancellor Undergrad / Grad Review and Processing	Senate	BOT	IBHE	Catalog Processing	Registrar Processing
Campus-level Courses	8	Existing course: Add a general education or ECCE attribute	✓	Information Only	Information Only	Information Only		✓	✓				✓	✓
	9	Existing General Education or ECCE Course: Remove Attribute from course	✓	Information Only	Information Only	Information Only		Information Only	✓				✓	✓
Cross-Department or Cross-College Courses (including TEP)	10	Add new course	✓	✓	✓	✓			✓				✓	✓
	11	Delete a course	✓	✓	✓	✓			✓				✓	✓
	12	Change the number of credit hours in a course	✓		✓				✓				✓	✓
	13	Change the title or course description of an existing course	✓	✓	✓				✓				✓	✓
	14	Change the level of an existing course	✓	✓	✓				✓				✓	✓
	15	Add course restrictions (i.e., prerequisite)	✓	✓	✓	✓			✓				✓	✓
	16	Delete course restrictions (i.e., prerequisite)	✓		✓				✓				✓	✓
	17	Add/delete cross-list to an already approved course (you must inform the other dept.)	✓		✓		✓		✓				✓	✓
18	Existing course: Changes to content that impact home departmental learning outcomes	✓ (All departments involved must be notified)		✓									✓	✓
College-wide (Core) Courses (currently only the College of Business and Management has college-wide courses)	19	Add new course	✓	✓	✓	✓			✓				✓	✓
	20	Delete a course	✓	✓	✓	✓			✓				✓	✓
	21	Change the number of credit hours in a course	✓	✓	✓				✓				✓	✓
	22	Change the title or course description of an existing course	✓	✓	✓				✓				✓	✓
	23	Change the level of an existing course	✓	✓	✓				✓				✓	✓
	24	Add course restrictions (i.e., prerequisite)	✓	✓	✓	✓			✓				✓	✓
	25	Delete course restrictions (i.e., prerequisite)	✓	✓	✓				✓				✓	✓

Section 2: Departments & Units -- Department must contact Catalog Office FIRST.

Action Type & Program Level	Reference Number	Action	Dept / Program Committee Approval	College Curriculum Committee Approval	Dean's Office Admin Processing	Dean's Office Implementation Decision	Undergrad / Grad Council Approval	Assoc. Vice Chancellor Undergrad / Grad Review and Processing	Campus Senate	USC	BOT	IBHE	Catalog Process	Registrar Process	Codebook Process AC & AD ²	U.S. Department of Education or HLC ³
<i>Department / Program Admission & Graduation Requirements for Bachelor's degrees</i>	37	Modify undergraduate admission requirements to UIS					✓	✓	✓	✓	Report	Annual Listing	✓	✓		
	38	Modify entrance requirements to a department or program	✓	✓	✓	✓	✓	✓					✓	✓		
	39	Change the number of credit hours needed in the major to graduate	✓	✓	✓	✓	✓	✓					✓	✓		
	40	Change closure requirements	✓	✓	✓	✓	✓	✓					✓	✓		
<i>Department / Program Admission & Graduation Requirements for Master's and Doctoral Degrees & Certificates</i>	41	Modify entrance requirements to a department or program	✓		✓	✓		✓					✓	✓		
	42	Change the number of credit hours needed to graduate	✓	✓	✓	✓	✓	✓					✓	✓		
	43	Change closure requirements	✓	✓	✓	✓	✓	✓					✓	✓		
<i>Add, Modify, or Eliminate Programs of Instruction (undergrad or grad level) online or on-ground degree, major, minor, concentration, or certificate)</i>	44a	Add a new program, major, or degree	✓	✓	✓	✓	✓	✓	✓	✓	Action	Action	✓	✓	AC & AD	
	44b	Add a new minor	✓	✓	✓	✓	✓	✓	✓	✓	Report		✓	✓	AC & AD	
	44c	Add a new concentration	✓	✓	✓	✓	✓	✓	✓	✓	Report	Annual Listing	✓	✓	AC & AD	
	45	Add online major, minor, degree, certificate or concentration to a pre-existing on-ground program ⁴	✓	✓	✓	✓		Information & Advice	✓	Information & Advice				✓	✓	AC

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<i>Add, Modify, or Eliminate Programs of Instruction (undergrad or grad level) online or on-ground degree, major, minor, concentration, or certificate) (cont'd)</i>	46	Replace an on-ground major, minor, degree, or concentration with a new online major, minor, degree, certificate or concentration	✓	✓	✓	✓	✓	✓	✓				✓	✓	AC		
	47	Change an existing concentration or minor to a major	✓	✓	✓	✓	✓	✓	✓	✓	Action	Action	✓	✓	AC & AD	HLC	
	48	Temporarily suspend admissions to a major, minor, degree or concentration	Consultation among Department, Dean, and Provost.														
	49a	Eliminate a major or degree	✓	✓	✓	✓	✓	✓	✓	✓	Action	Action	✓	✓	AC & AD		
	49b	Eliminate a concentration within an existing major or degree program	✓	✓	✓	✓	✓	✓	✓	✓	Report	Annual listing	✓	✓	AC & AD		
	49c	Eliminate a minor within an existing major or degree program or eliminate a freestanding minor	✓	✓	✓	✓	✓	✓	✓	✓	Report		✓	✓	AC & AD		
	50a	Substantial revision to a major (e.g. substantial changes to the core curriculum such as substantive increase or decrease in the number of hours)	✓	✓	✓	✓	✓	✓	✓	✓	Report	Annual listing	✓	✓	Review Required		
50b	Substantial revision to a minor or concentration, (e.g. substantial changes to the core curriculum such as substantive increase or decrease in number of hours)	✓	✓	✓	✓	✓	✓	✓	✓	Report		✓	✓	Review Required			
51	Minimal revision to the major, minor, degree, or concentration (i.e., minor changes that do not affect the number of hours needed for graduation, such as the mix of required/elective courses, minor changes in the list of specifically required courses, etc.). ⁵	✓		✓	✓			✓					✓	✓			

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<i>Add, Modify, or Eliminate Programs of Instruction (undergraduate or graduate level; online or on-ground degree, major, minor, concentration, or certificate) (cont'd)</i>	52	Rename minor or concentration.	✓	✓	✓	✓		✓					✓	✓	✓	
	53a	Add graduate certificate requiring 18 or more hours (online or on-ground) or convert a campus-level graduate certificate (9-17 hours) to an IBHE certificate (18+hours) in an established degree	✓	✓	✓	✓	✓	✓	✓	✓	Report	Annual Listing	✓	✓	AC & AD	DOE ⁶
	53b	Add a graduate certificate requiring 18 or more hours (online or on-ground) or convert a campus-level graduate certificate (9-17 hours) to an IBHE certificate (18+ hours) when there is no established degree program.	✓	✓	✓	✓	✓	✓	✓	✓	Report	RME ⁷	✓	✓	AC & AD	DOE ⁶
	53c	Change the name of a certificate requiring 18 or more hours online or on-ground within an established degree program.	✓	✓	✓	✓	✓	✓	✓	✓	Report	Annual Listing	✓	✓	AC & AD	DOE ⁶
	53d	Eliminate a graduate certificate requiring 18 or more hours (online or on-ground) within an established degree program.	✓	✓	✓	✓	✓	✓	✓	✓	Report	Annual Listing	✓	✓	AC & AD	
	53e	Eliminate a graduate certificate requiring 18 or more hours (online or on-ground) when there is no established degree program.	✓	✓	✓	✓	✓	✓	✓	✓	Report	Annual Listing	✓	✓	AC & AD	
	54	Add or eliminate a graduate certificate requiring 9 to 17 credit hours (online or on-ground).	✓	✓	✓	✓	✓	✓	✓	✓	Report		✓	✓	AC	
	55	Substantial revision to the certificate (e.g. substantial changes to the core curriculum).	✓	✓	✓	✓		✓					✓	✓		
	56	Temporarily suspend admissions to a certificate.	✓	Information Only	✓	✓		✓					✓	✓		

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	57	Minimal revision to the certificate (e.g., changing electives).	✓		✓	✓		✓					✓	✓		
<i>Offering Existing Degree Programs Off-site</i>	58a	Offer an existing degree program (50% or more of the program) outside of the IBHE Central Region ⁸	✓	✓	✓	✓	✓	✓				RME ⁷	✓	✓	AC & AD	
	58b	Offer an existing degree program (50% or more of the program) at an out-of-state or international site	✓	✓	✓	✓	✓	✓					✓	✓	AC & AD	HLC Prior Commission Approval ⁹
	59	Offer course work (five or more courses) at off-campus sites – out of state or international	✓	✓	✓	✓	✓	✓					✓	✓	AC & AD	HLC Commission Notification ¹⁰
	60	Offer 50% or more of a new or existing degree online or through another type of distance education	✓	✓	✓	✓	✓	✓					✓	✓	AC & AD	HLC Commission Notification ¹⁰
<i>Offering Joint Degree Programs</i>	61	Add or eliminate a joint degree program from two UIS programs (Bachelor's level, Master's level or across levels)	✓	✓	✓	✓	✓	✓	✓	✓	Report	Annual Listing	✓	✓	AC & AD	
	62	Add or eliminate a joint degree program with another U of I campus or an external university or institution in the United States (not based on previously approved degree programs)	✓	✓	✓	✓	✓	✓	✓	✓	Action	Action	✓	✓	AC & AD	
	63	Add or eliminate a joint degree program with a non-U.S. university or institution (including multi-institutional degrees)	Check with VCAA Office.													

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	64	Creation or elimination of a non-credit program or a program of study composed of credit courses that do not result in the formal award of a degree (e.g., certificates of completion, professional development sequences, etc. that do not appear on students' transcripts). ¹¹	✓	✓	✓	✓		✓					✓	✓			
<i>Academic Program and Organizational Unit Changes</i>	65	Rename a degree, program, department, division, center, institute, or college ¹²	✓	✓	✓	✓	✓	✓	✓	✓	Action	Annual Listing	✓	✓	AC & AD		
	66	Change a degree designation at the same level (e.g., B.A. to B.S.)	✓	✓	✓	✓	✓	✓	✓	✓	Action	RME ⁷	✓	✓	AC		
	67	Establish a new course prefix not associated with a new degree or department (e.g., CAP, PSC, MUS, THE, UNI)	✓	✓	✓	✓	✓	✓	✓				✓	✓	AD		
	68	Reclassification (change of CIP) of a program resulting from incremental changes or consolidation of two or more degree programs into a single program.	✓		✓				✓				RME ⁷			AC & AD	DOE
	69	Creation of a program that results from the reorganization or restructuring of the curricular elements of an existing program that have over time evolved into separate and distinct programs (e.g., split into two or options have evolved into separate programs)	✓	✓	✓	✓	✓	✓	✓	✓	✓	Action	RME ⁷	✓	✓	✓	DOE

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<i>Add, Modify, Suspend, or Eliminate Academic Units (including Research and Public Service units)</i>	70	Add Temporary Unit: department, division, center, or institute (maximum temporary mission 5 years) ¹³			✓	✓	✓	✓	✓	✓	Action	RME ⁷	✓	✓	AD	
	71	Transferring a formal program of study from one academic unit to another academic unit	✓	✓	✓	✓	✓	✓	✓	✓	Action	Annual Listing	✓	✓	AD	
	72	Modify, Merge, Reorganize, Separate, or Transfer Units for administrative purposes <i>without</i> increasing the number of subunits and with no impact on locus of tenure, curriculum, course or degree offerings.	✓	✓	✓	✓	✓	✓	✓	✓	Action	Annual Listing	✓	✓	AD	
	73	Modify, Merge, Reorganize, Separate, or Transfer Units for administrative purposes, resulting in an increase in the number of subunits (but with no impact on locus of tenure, curriculum, course or degree offerings).	✓	✓	✓	✓	✓	✓	✓	✓	Action	Action	✓	✓	AD	
	74	Eliminate a department, program, division, center, or institute	✓	✓	✓	✓	✓	✓	✓	✓	Action	Annual Listing	✓	✓	AD	
	75	Add, Modify, Merge, Reorganize, Separate, or Transfer of a new unit that does not have an instructional, research, or public service mission	✓					Information Only	✓	Info. only	✓					AD

Other -- Department must contact Catalog Office FIRST.

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<i>Other</i>	76	Test-based credit (AP, CLEP, IB, etc.)	✓					✓				✓	✓
	77	CAP-Honors and Other Academic Credit-Generating Administrative Units (Major program changes)	✓	Information Only	Information Only	Information Only	✓	Approval & Processing				✓	✓
	78	Continuing Education Initiatives	Check with College Dean's Office.										
	79	Substantial Course Re-Numbering Within a Program	Check with VCAA.										
	80	Curricular actions not specified on this table	Check with VCAA.										

Levels of Governance Chart End Notes

- 1 If the number of credit hours required for the degree is altered by this action, see DEPARTMENTS & UNITS section (Dept/ Program Admission and Graduation Requirements) of this curriculum approval chart.
- 2 AC = Academic Codebook change and AD = Administrative Codebook change
- 3 HLC = Higher Learning Commission of the North Central Association of Colleges and Schools.
- 4 Also notify Admissions Office
- 5 Changes to the TEP curriculum require the approval of the relevant area of specialization committee and the UIS Council on Teacher Education, in addition to the approvals indicated above.
- 6 The U.S. Department of Education requires Gainful Employment verification for certificates with 18 or more hours. See <http://www.uis.edu/academicaffairs/wp-content/uploads/sites/21/2013/04/GainfulEmploymentDocumentation-InstructionsandNoticeFormatforIntenttoOfferanEducationalProg.pdf> for the Gainful Employment instructions and documentation. This paperwork must accompany the proposed certificate.
- 7 Reasonable and Moderate Extension (RME). An RME request consists of a brief description of the proposed changes. Based on criteria related to program objectives, clientele, and resources, the IBHE staff will determine if the proposed change is a reasonable and moderate extension of existing program authority.
- 8 See 23 Illinois Administrative Code 1050 – Section 1050.ILLUSTRATION A for map of IBHE regions
- 9 <http://policy.hlcommission.org/Maintenance-and-Monitoring/institutional-change.html> (refer to Institutional Change Requiring Notification or Approval)
- 10 <http://www.ncahlc.org/Information-for-Institutions/institutional-change.html> (refer to Procedure Overview heading, Institutional Update link)
- 11 A “formal award of a degree” means that a formal document is awarded to the student, and is a notice that the award has been conferred by a college, university or board of trustees and appears permanently on the student’s transcript. Formal awards generally do not include continuing education credits or certificates, certificates of completion, or other forms of recognition issued by departments or individual faculty members, including most “professional development sequences”.
- 12 If this proposed change involves an administrative unit or center (either a name change or the creation of a new unit or center), please consult the Director of Institutional Research and the Associate Provost for Budget and Administrative Planning prior to beginning the approval process.
- 13 Includes addition of temporary, externally funded research or public service center or institute due to grant requirement.