

## Levels of Governance for Program and Curricular Changes University of Illinois at Urbana-Champaign

The Levels of Governance document attempts to capture current practice for program and curricular changes, it is not a policy document. The policies regarding review are established by each body represented below. Information regarding the jurisdiction of each body may be found in by-laws and other policy documentation.

	Proposed Action	Degree Level	Disciplinary College	Council on Teacher Education	Graduate College	Provost Office	Senate Educational Policy Committee	UIUC Senate	University Senates Conference (USC)	Board of Trustees (BOT)	Illinois Board of Higher Education (IBHE)	Higher Learning Commission
<b>Creating or Eliminating Programs of Study</b>												
1	Creation or elimination of a non-credit program or a program of study composed of credit courses that does 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). <sup>1</sup>	All	✓		*							
2	Creation or elimination of a degree (e.g. AuD – Doctor of Audiology or MEng – Master of Engineering).	All	✓	◆	*	✓	✓	✓	✓	Action	Action	
3	Creation or elimination of a major within a degree.	All	✓	◆	*	✓	✓	✓	✓	Action	Action	
4	Creation or elimination of a concentration within one (or more) existing major or degree program.	All	✓	◆	*	✓	✓	✓	✓	Report	Report	
5	Creation or elimination of a minor.	All	✓	◆	*	✓	✓	✓	✓	Report		
6	Creation or elimination 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).	All	✓	◆	*	✓	✓	✓	✓	Action	RME	
<b>Revising Degree Programs</b>												

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7	Minor revisions of existing degree programs.	All	✓	◆	*	✓	✓	✓	✓			
8	Major revisions of existing degree programs, including changes to the total hours required for graduation.	All	✓	◆	*	✓	✓	✓	✓	Report		
9	Rename minors and concentrations.	All	✓	◆	*	✓	✓	✓	✓	Report		
10	Rename majors (e.g. the name of a discipline or major without changes in objectives or content such as the change from "medical technology" to "clinical laboratory sciences").	All	✓	◆	*	✓	✓	✓	✓	Action	Report	
11	Changes in degree designation at the same level (e.g., BA to BFA, B.B.A. to B.S., or D.B.A. to Ph.D.).	All	✓	◆	*	✓	✓	✓	✓	Action	RME	
12	Reclassification (change of CIP) of a program resulting from incremental changes or consolidation of two or more degree programs into a single program.	All	✓	◆	*	✓	✓	✓	✓	Action	RME	
13	Transfer a formal program of study from one academic unit to another academic unit (e.g. moving a Ph.D. in Music Education from the College of Education to the School of Music).	All	✓	◆	*	✓	✓	✓	✓	Report		
<b>Creating or Eliminating Joint Degrees</b>												
14	Creation or elimination of a joint degree program from two previously approved UIUC degree programs.	All	✓	◆	*	✓			✓	Report	Report	
15	Creation or elimination of a joint degree with another university or institution.	All	✓		*	✓	✓	✓	✓	Action	Action	

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16	Creating a multi-institutional degree (single diploma with multiple institutional seals).	All	✓		*	✓	✓	✓	✓	Action	Action	
<b>Distance Education</b>												
17	Offering an existing degree program (50% or more of the program) at an off-campus site in Illinois.	All	✓	◆	*	✓					RME (if Out of Region)	Report
18	Offering an existing degree program (50% or more of the program) at an out-of-state or international site.	All	✓	◆	*	✓						Prior Commission Approval
19	Offering coursework (five or more courses) at off-campus sites – out of state or international.	All	✓	◆	*	✓						Commission Notification
20	Offering 50% or more of an existing degree on-line or through another type of distance education.	All	✓	◆	*	✓						Report
<b>Creating Academic, Research or Administrative Units</b>												
21	Creation or elimination of a new unit that does not have an instructional, research, or public service mission including new units that might be named department, division, center, or institute (i.e., services, advising and counseling, administrative activities, co-curricular activities, etc. such as McKinley Health Center or the Division of Campus Recreation).		✓			✓						

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22	Creation or elimination of an externally funded research or public service activity labeled as a center or institute because of grant requirements. The activity is temporary, not formally organized, and has no mission beyond the life of the grant.		✓			✓	✓	✓	✓		Report	
23	Creation or elimination of a formally organized research or public service unit that has a temporary mission of up to five years.		✓			✓	✓	✓	✓		RME	
24	Change in the name of an academic, research, or public service unit.		✓			✓	✓	✓	✓	Action	Report	
25	Reorganization, restructuring, consolidation, elimination, and other changes of existing administrative (including departments), research, or public service units that does not result in an increase in subunits.		✓			✓	✓	✓	✓	Action	Report	
26	Creation of new units of instruction, research, or public service that involve a change or expansion in mission including programs, departments, colleges, centers or institutes, or other formally organized units.		✓			✓	✓	✓	✓	Action	Action	
27	Elimination of a unit of instruction, research, or public service.		✓			✓	✓	✓	✓	Action	Report	

### Terms and Definitions

◆	If the proposal involves an educator preparation program, it must be reviewed by the Council on Teacher Education.
*	If the proposal involves a graduate program, graduate courses or has an impact on graduate education, it must be reviewed by the Graduate College. The Graduate College does not review the J.D. or D.V.M.

Report	The item will be forwarded to the appropriate body as a report item.
Action	The proposal will be submitted to the appropriate body for review and formal approval.
RME	Reasonable and Moderate Extension. An RME request consists of a brief description of the proposed changes submitted to IBHE by the Office of the Provost via the Associate Vice President for Academic Affairs. Based on criteria related to program objectives, clientele, and resources, the IBHE staff will determine if the proposed changes are a reasonable and moderate extension of existing program authority.
CIP	Classification of Instructional Programs. A taxonomy developed by the National Center for Educational Statistics where degree programs are categorized using six digit codes. Repositioning a degree program, such as moving a degree in Music Education from the College of Education to the School of Music, would require a change in the program's CIP.

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<sup>1</sup> 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."