University of Illinois Urbana-Champaign
Program Approval Process

**U Program Review**
The Offices of the Registrar and Provost review all proposals to ensure complete information is entered into the form.

**Department & College or School**
Department and College or School review all proposals.

**Graduate College**
If proposal is Graduate level, Graduate College Executive Committee reviews; otherwise, Graduate College review is not needed.

**Council on Teacher Education (COTE)**
COTE receives all proposals. If proposal involves P-12 licensure, COTE reviews.

**Provost**
Provost Office reviews all proposals to ensure complete information is entered in the form for Senate Educational Policy Committee Review. *Proposals requesting unique tuition rates are reviewed by the Provost Budget & Resource Planning Office.

**Senate Educational Policy Committee (EPC)**
EPC reviews all proposals. Only new programs, major changes or program eliminations are assigned to subcommittee for review. Otherwise, proposal is on the Admin Approval Report (minor changes).

**Senate**
All proposals go to Senate. The EPC Admin approval report is reported to Senate, while the non-Admin Approval proposals are typically on the Senate Consent agenda. The proposals on EPC Admin Approval are then moved to the final steps of governance for approval.

**University Senates Conference (USC)**
Proposals that need USC review, which is a review from all three UI System campuses, are classified into two types. Type I can immediately move to the next step of governance, while Type II requires a wait for notification that other Senates have approved before moving to next step of governance.

**Board of Trustees**
Proposals reviewed at BOT are forwarded from Provost’s Office to Chancellor’s and President’s Office.

**Illinois Board of Higher Education (IBHE)**
Proposals reviewed at IBHE are one of three types: Annual Listing (reported to IBHE); Reasonable and Moderate Extension (RME) submitted by Provost’s Office to AVPAA’s Office; or Action Items (typically new major proposals).

**Department of Education (DOE)**
For new Graduate Certificates only, due to financial aid aspect.

**Higher Learning Commission (HLC)**
For new or revised proposals that result in greater than 25% change in requirements, change in learning outcomes or changes to delivery mode, Provost’s Office submits appropriate information on behalf of the sponsor and University.

**Division of Management Information (DMI)**
Final step in workflow for all proposals before final approval received.

Please use this in combination with the Levels of Governance for Program and Curricular Changes document

February 2023