22.03 Policy on Standard Operating Procedures for Approval of Creation/Revision of Graduate Courses, Programs and Program Operations in the IUPUI School of Education

As outlined in the IUPUI School of Education Constitution, the Graduate Studies Committee (GSC)

> shall be concerned with policies and procedures related to graduate programs and graduate courses. Specific duties include: making recommendations regarding all aspects of graduate study, reviewing all graduate level course and program changes and initiatives, providing oversight of the quality of graduate course and program offerings, …

The procedures below, approved by the IU SoE Policy Council, outline the general approach and associated documentation to facilitate approval for creation/revision of graduate courses, programs and operating procedures. Relatedly, the document outlines procedures for proposal of additions and/or revisions of the School's bulletin to be submitted to the Faculty Development and Advancement standing committee.

Creation and revision of graduate courses, programs[1] and procedures may be initiated by an individual faculty member or a faculty group including but not limited to graduate programs. Substantive revisions must be formally documented and approved through both faculty and administrative processes at the school and campus levels. For departmentalized programs in the School of Education, approval by vote must occur at the following levels: program area, department, Graduate Studies Committee, Policy Council and, when necessary at the IUPUI Graduate Affairs Committee. Given its unique position, proposals related to the Urban Education Studies Program shall be forwarded as action items directly to the Graduate Studies Committee and as information items to each department. Prior to action on UES proposals, the GSC chair shall request and record input from department chairs. As a graduate school program, all proposed changes to UES program must be approved by the Graduate Affairs Committee. The following outlines a recommended process for approval.

1) Initiating faculty member(s) shall consult with the Director of Graduate Programs, program coordinator and chair to discuss the anticipated changes and process.
2) When a proposal is ready for review:
    a) The initiating faculty member(s) shall request the proposal be placed on the program area meeting agenda. (Note: This step may be omitted for proposals related to revision of department, GSC or school-level procedures relating to graduate education).
    b) For course creation, the initiating faculty member shall request a course number from the Assistant Registrar **at usscrct@indiana.edu)**.

[1] Note: This document applies to traditional and hybrid programs. IU On-line facilitates approval of fully on-line programs.

c) For program creation, the initiating faculty member shall submit materials for the Pre-proposal review.[2]

3) Initiating members shall provide the appropriate documentation for review by the faculty body. These include:
   a) For course creation/revision: Memo on course creation/revision, syllab(us/bi).
   b) For program creation/revision: Memo on program creation/revision, plan of study, syllabi (or materials required for the OAA's pre-proposal review.)[3]6
   c) For change in operating procedures (e.g. change in admissions criteria, credit transfer, etc.): Memo on the proposed change and anticipated costs and benefits.
4) At each level, faculty approval shall be reflected in meeting minutes with the formal proposal, vote totals and amendments recorded.
5) Upon approval, the presiding faculty member (program coordinator, department chair, etc.) shall request that the item be placed on the meeting agenda at the next level and forward the minutes and associated documents. It is recommended that the presiding officer notify chairs of departments or committees that may have an interest.
6) Upon approval by Policy Council, the initiating faculty member shall enter the course in the CARMIN system,[4] and designated individuals in approval chain (listed below) will complete and submit the related eDocs in the CARMin system.
   - Department Review
     - **GRAD**: SIS.SY.CAR.IN.EDUC.EDUC.GRAD.REVIEW: **UTE or UECLPS department chair.**
     - **PROF**: SIS.SY.CAR.IN.EDUC.EDUC.PROF.REVIEW: **Director of Graduate Programs**[5]
   - Graduate Studies Committee Approval
     - **GRAD**: SIS.SY.CAR.IN.EDUC.EDUC.GRAD.APPROVAL: **GSC chair**
     - **PROF**: SIS.SY.CAR.IN.EDUC.EDUC.PROF.APPROVAL: **GSC chair**
   - School Approval
     - **ALL**: SIS.SY.CAR.IN.EDUC.ALL.APPROVAL: **Policy Council Chair**

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[2] https://academicaffairs.iupui.edu/Strategic-Initiatives/Degree-Certificate-Pre-Proposal-Process

[3] Please note that the institutional levels for approval vary according to program type (i.e. minor v. Certificate v. Degree). The IUPUI Graduate Office outlines these in a matrix at https://graduate.iupui.edu/doc/faculty-staff/approval-matrix.pdf.

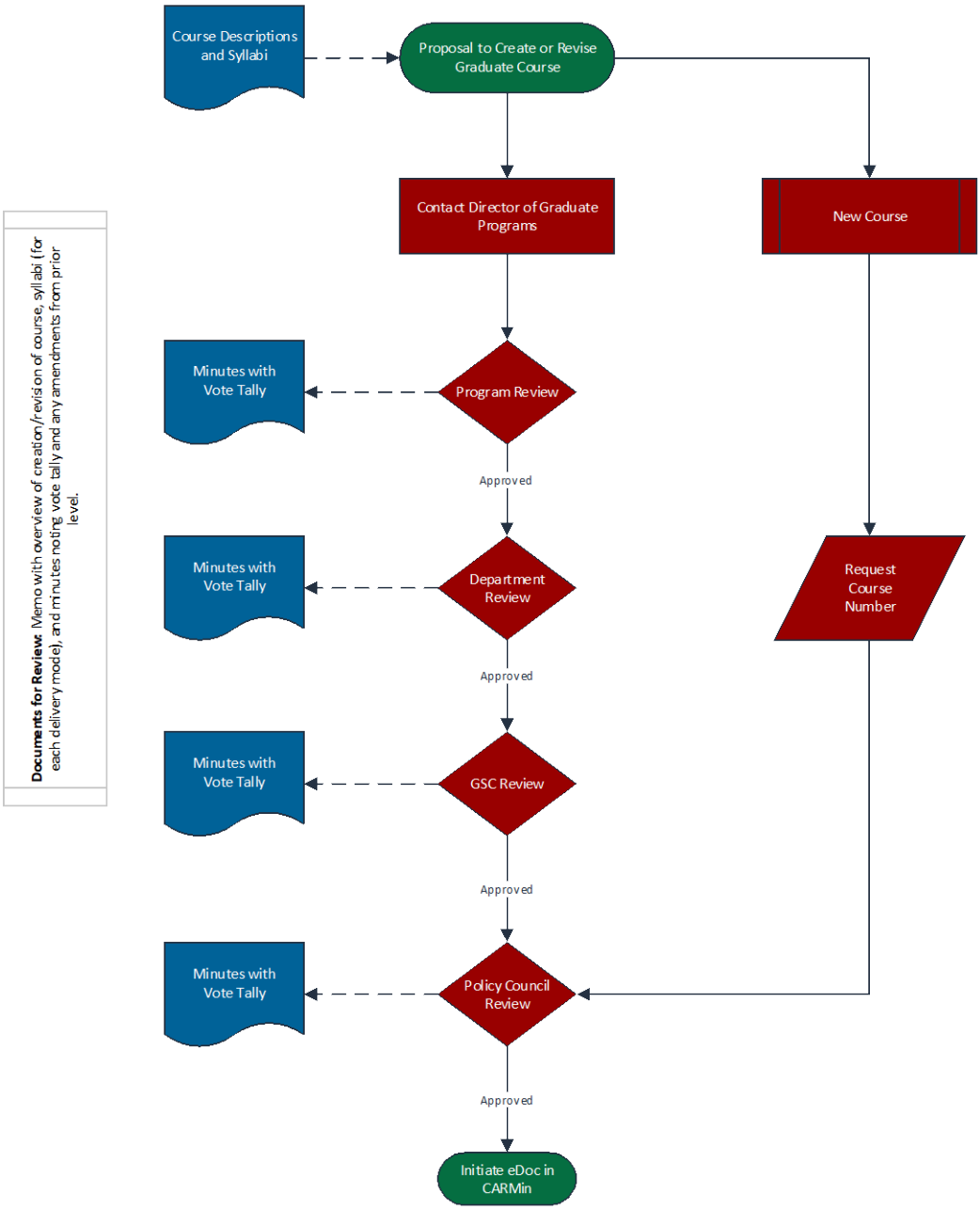
[4] All University Graduate School and Purdue courses are processed via the CARMin system and ultimately approved by the curriculum sub-committee of the Graduate Affairs Committee (for additional information including information on CARMIN see GAC link).

[5] **Graduate** credits require University Graduate School approval. **Professional** credit is given for a graduate-level course that does not require University Graduate School approval and is generally offered by a Professional School (ex: DENT, MED, etc.). Initiating faculty and programs must specify and explain the choice in the memo on course creation.

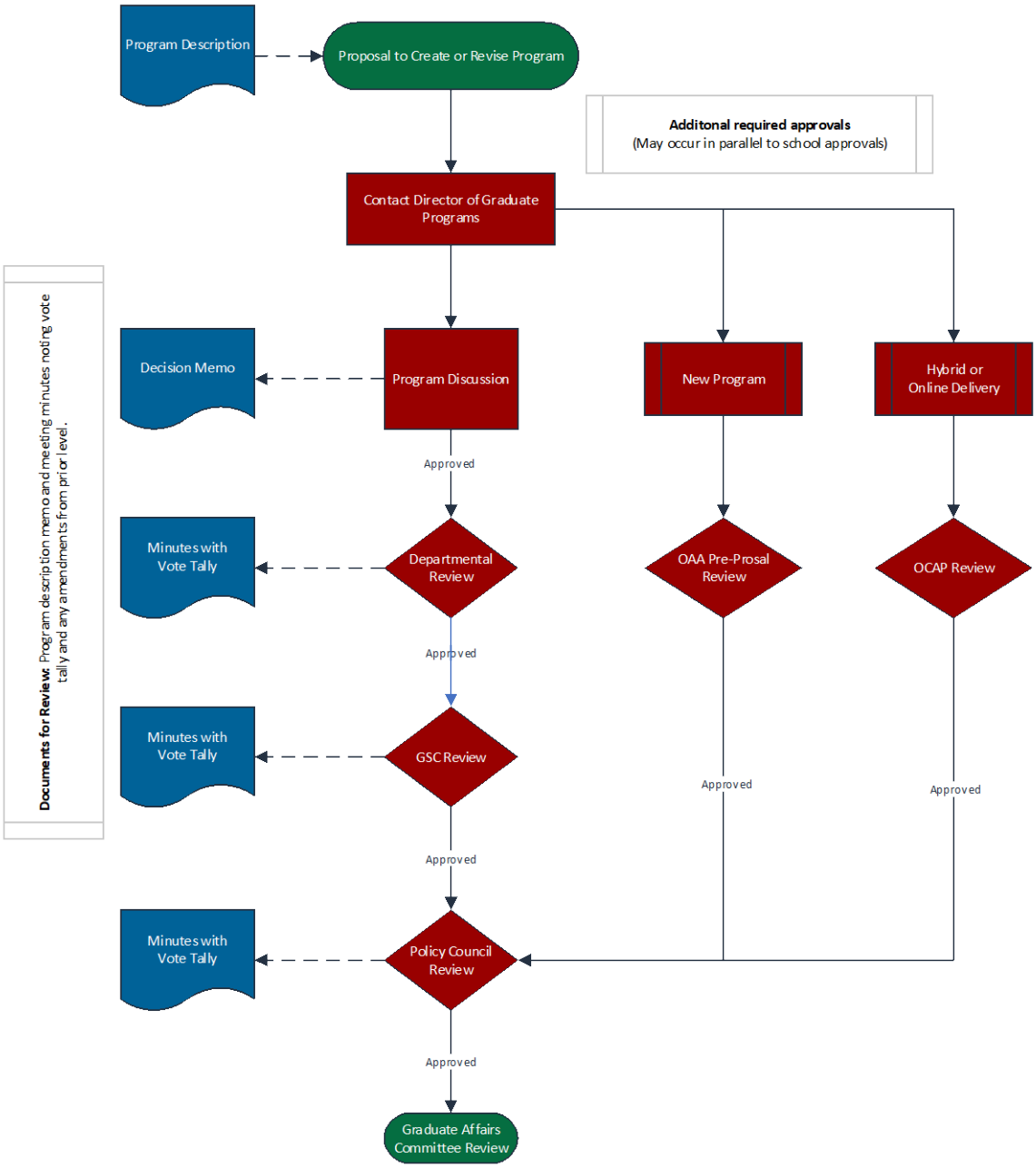
7) For program proposals requiring approval by the Graduate Affairs Committee, the GAC representative shall notify the Dean, Policy Council Chair, Director of Graduate Programs, and Chair of the Faculty Development and Advancement Committee of approval.
8) The Chair of the FDA shall add the item to the list of impending edits for the next version of the School Bulletin.

Approved by GSC: April 24, 2020; revisions approved: December 3, 2021
Approved by Policy Council: May 22, 2020; revisions approved: February 25, 2022

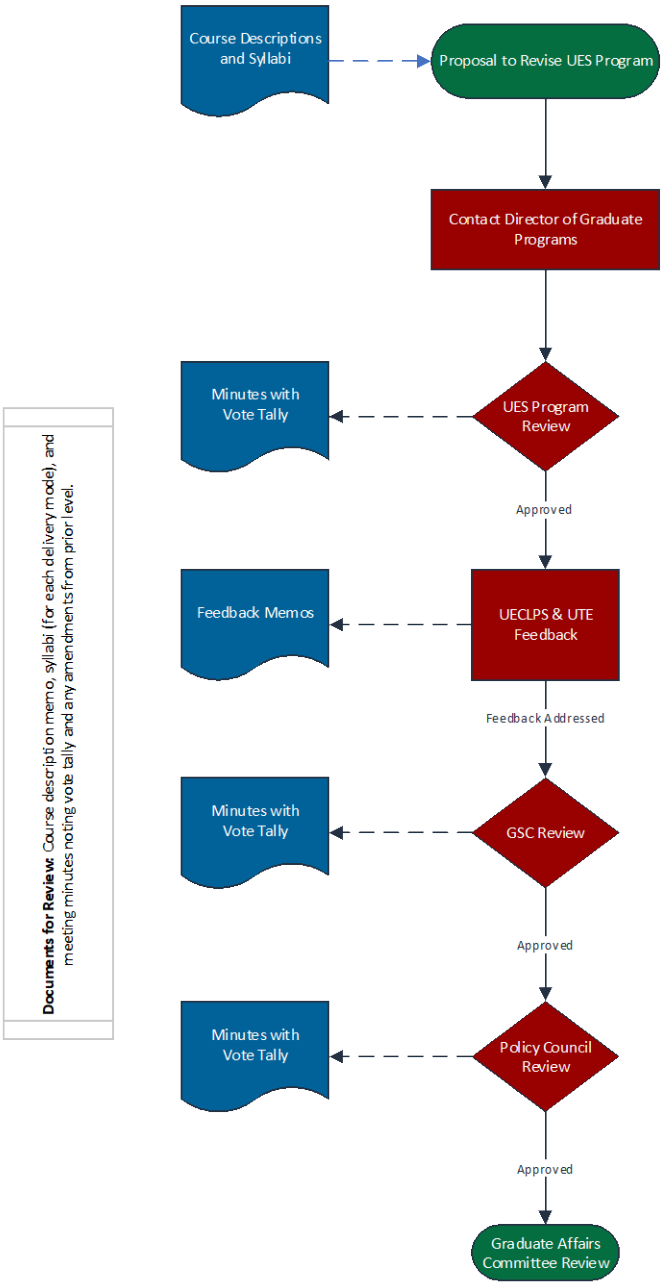
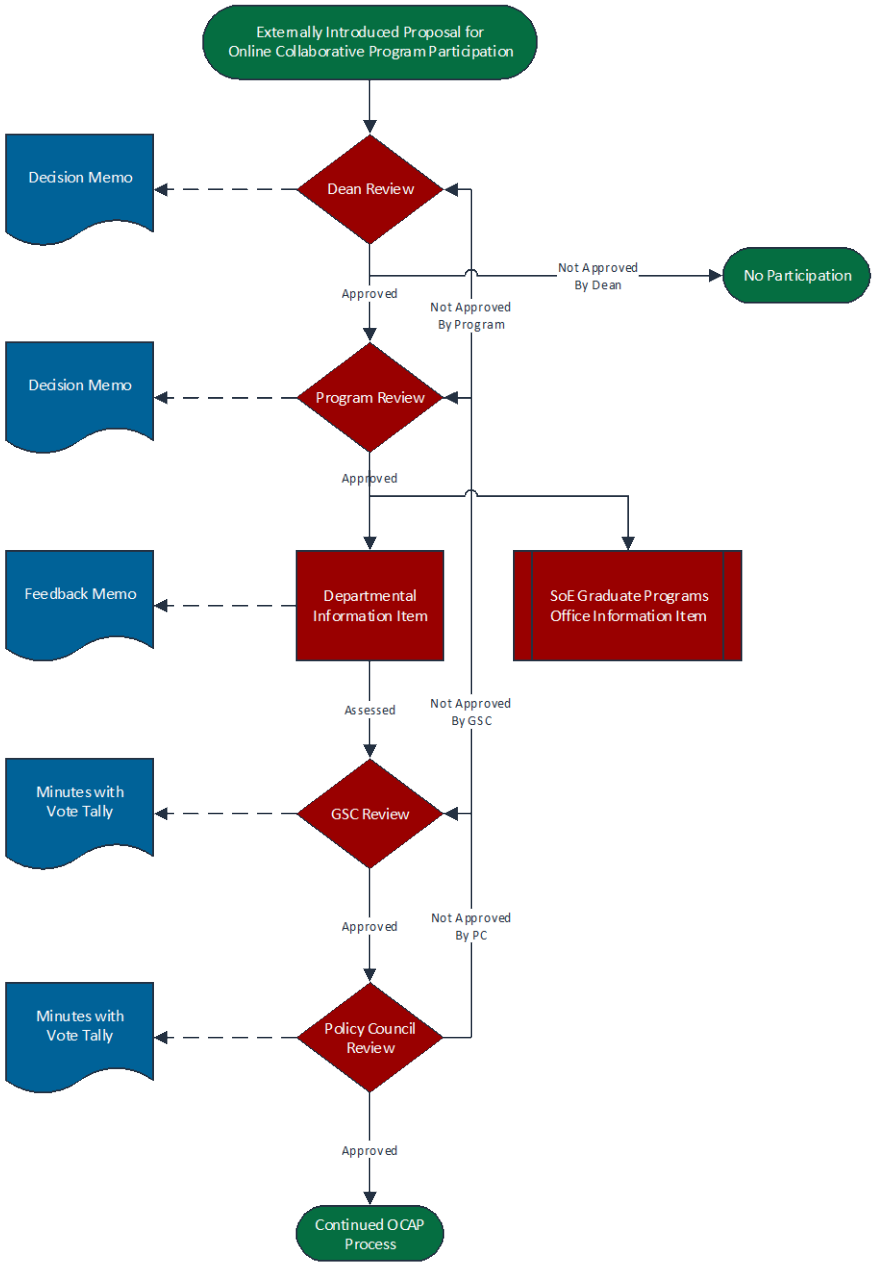
Approvals for Course Creation or Revision



Approvals for Program Creation or Revision



Approvals for UES Program Revision



Approvals for Externally-Initiated Program Creation (OCAP)