



## University of Illinois Springfield Levels of Governance and Administrative Approval Chart – Effective August 30, 2022

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.

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 endnotes, which appear at the end of the document.

### Section 1: Courses

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



## Section 2: Departments & Units

Action Type & Program Level	Reference Number	Action	Unit / Program Committee Approval	College Curriculum Committee Approval	Dean's Office Admin Processing	Dean's Office Implementation	Undergrad / Grad Council	Assoc. Vice Chancellor Undergrad / Grad Review and Processing	Campus Senate	USC	BOT	IBHE	Catalog Processing	Registrar Processing	Codebook Processing AC & AD <sup>2</sup>	U.S. Department of Education or HLC <sup>3</sup>
<i>Department / Program Admission &amp; Graduation Requirements for Bachelor's degrees</i>	41	Modify undergraduate admission requirements to UIS					✓	✓	✓	✓	Report	Annual Listing	✓	✓		
	42	Modify entrance requirements to a department or program	✓	✓	✓	✓	✓	✓					✓	✓		
	43	Change the number of credit hours needed in the major to graduate	✓	✓	✓	✓	✓	✓					✓	✓		
	44	Change closure requirements	✓	✓	✓	✓	✓	✓					✓	✓		
<i>Department / Program Admission &amp; Graduation Requirements for Master's and Doctoral Degrees &amp; Certificates</i>	45	Modify entrance requirements to a department or program	✓		✓	✓		✓					✓	✓		
	46	Change the number of credit hours needed to graduate	✓	✓	✓	✓	✓	✓					✓	✓		
	47	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>	48a	Add a new program, major, or degree	✓	✓	✓	✓	✓	✓	✓	✓	Action	Action	✓	✓	AC & AD	
	48b	Add a new minor Note: minors must include upper-division courses	✓	✓	✓	✓	✓	✓	✓	✓	Report	Annual Listing	✓	✓	AC & AD	
	48c	Add a new concentration	✓	✓	✓	✓	✓	✓	✓	✓	Report	Annual Listing	✓	✓	AC & AD	
	49	Add <b>online</b> major, minor, degree, certificate or concentration to a pre-existing on-ground program <sup>4</sup>	✓	✓	✓	✓		Information & Advice	✓	Information & Advice				✓	✓	AC
	50	Replace an <b>on-ground</b> major, minor, degree, or concentration with a <b>new online</b> major, minor, degree, certificate or concentration	✓	✓	✓	✓	✓	✓	✓				✓	✓	AC	

Action Type & Program Level	Reference Number	Action	Unit / Program Committee Approval	College Curriculum Committee Approval	Dean's Office Admin Processing	Dean's Office Implementation	Undergrad / Grad Council	Assoc. Vice Chancellor Undergrad / Grad Review and Processing	Campus Senate	USC	BOT	IBHE	Catalog Processing	Registrar Processing	Codebook Processing AC & AD <sup>2</sup>	U.S. Department of Education or HLC <sup>3</sup>
<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>	51	Change an existing concentration or minor to a major	✓	✓	✓	✓	✓	✓	✓	✓	Action	Action	✓	✓	AC & AD	HLC
	52a	Temporary suspension of admissions to a degree program (including degree, major, or concentration)	Consultation among Department, Dean, and Provost.									Annual Listing	Consultation among Department, Dean, and Provost.			
	52b	Temporary suspension of admissions to a minor or reactivation of admissions to a temporarily-suspended minor	Consultation among Department, Dean, and Provost.										Consultation among Department, Dean, and Provost.			
	52c	Reactivation of admissions to a temporarily-suspended degree program (including degree, major, or concentration) <sup>5</sup> .	Consultation among Department, Dean, and Provost.									RME	Consultation among Department, Dean, and Provost.			
	53a	Eliminate a major or degree	✓	✓	✓	✓	✓	✓	✓	✓	Action	Annual listing	✓	✓	AC & AD	
	53b	Eliminate a concentration within an existing major or degree program	✓	✓	✓	✓	✓	✓	✓	✓	Report	Annual listing	✓	✓	AC & AD	
	53c	Eliminate a minor within an existing major or degree program or eliminate a freestanding minor	✓	✓	✓	✓	✓	✓	✓	✓	Report		✓	✓	AC & AD	
	54a	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	
	54b	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	

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	55	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.). <sup>6</sup>	✓		✓	✓		✓					✓	✓		
<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>	56	Rename minor or concentration.	✓	✓	✓	✓		✓					✓	✓	✓	
	57a	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	
	57b	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 <sup>7</sup>	✓	✓	AC & AD	
	57c	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	
	57d	Eliminate a graduate certificate requiring 18 or more hours (online or on-ground) within an established degree program.	✓	✓	✓	✓	✓	✓	✓	✓	Report	Annual Listing	✓	✓	AC & AD	
	57e	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	

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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>	58	Add or eliminate a graduate certificate requiring 9 to 17 credit hours (online or on-ground).	✓	✓	✓	✓	✓	✓	✓	✓	Report		✓	✓	AC	
	59	Substantial revision to the certificate (e.g. substantial changes to the core curriculum).	✓	✓	✓	✓		✓					✓	✓		
	60	Temporarily suspend admissions to a certificate.	✓	Information Only	✓	✓		✓					✓	✓		
	61	Minimal revision to the certificate (e.g., changing electives).	✓		✓	✓		✓					✓	✓		
<i>Offering Existing Degree Programs Off-site</i>	62a	Offer an existing degree program (50% or more of the program) outside of the IBHE Central Region <sup>8</sup>	✓	✓	✓	✓	✓	✓				RME <sup>7</sup>	✓	✓	AC & AD	
	62b	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 <sup>9</sup>
	63	Offer course work (five or more courses) at off-campus sites – out of state or international	✓	✓	✓	✓	✓	✓					✓	✓	AC & AD	HLC Commission Notification <sup>10</sup>
	64	Offer 50% or more of a new or existing degree online or through another type of distance education	✓	✓	✓	✓	✓	✓					✓	✓	AC & AD	HLC Commission Notification <sup>10</sup>
<i>Offering Joint Degree Programs</i>	65	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	

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<i>Offering Joint Degree Programs</i>	66	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	
	67	Add or eliminate a joint degree program with a <b>non-U.S.</b> university or institution (including multi-institutional degrees)	Check with VCAA Office.													
	68	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). <sup>11</sup>	✓	✓	✓	✓		✓						✓	✓	
<i>Academic Program and Organizational Unit Changes</i>	69	Rename a degree, program, department, division, center, institute, or college <sup>12</sup>	✓	✓	✓	✓	✓	✓	✓	✓	Action	Annual Listing	✓	✓	AC & AD	
	70	Change a degree designation at the same level (e.g., B.A. to B.S.)	✓	✓	✓	✓	✓	✓	✓	✓	Action	RME <sup>7</sup>	✓	✓	AC	
	71	Establish a new course prefix <b>not</b> associated with a new degree or department (e.g., CAP, PSC, MUS, THE, UNI)	✓	✓	✓	✓	✓	✓	✓				✓	✓	AD	
	72	Reclassification (change of CIP) of a program resulting from incremental changes or consolidation of two-or-more degree programs into a single program.	✓		✓				✓				RME <sup>7</sup>			AC & AD



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<i>Academic Program and Organizational Unit Changes</i>	73	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 <sup>7</sup>	✓	✓	✓	DOE
<i>Add, Modify, Suspend, or Eliminate Academic Units (including Research and Public Service units)</i>	74a	Creation of a formally organized research or public service unit that has a temporary mission up to five years. <sup>13</sup>			✓	✓	✓	✓	✓	✓		RME <sup>7</sup>	✓	✓	AD	
	74b	Add Permanent Unit: department, division, center, or institute			✓	✓	✓	✓	✓	✓	Action	Action	✓	✓	AD	
	74c	Addition 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			✓	✓	✓	✓	✓	✓		Annual Listing	✓	✓	AD	
	75	Transferring a formal program of study from one academic unit to another academic unit	✓	✓	✓	✓	✓	✓	✓	✓	Action	Annual Listing	✓	✓	AD	
	76	Reorganization, restructuring, consolidation, elimination, and other changes of existing administrative (including departments), research, or public service units that does <u>not</u> result in an increase in subunits	✓	✓	✓	✓	✓	✓	✓	✓	Action	Annual Listing	✓	✓	AD	

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	77	Reorganization, restructuring, consolidation, elimination, and other changes of existing administrative (including departments), research, or public service units that <u>does</u> result in an increase in subunits.	✓	✓	✓	✓	✓	✓	✓	✓	Action	Action	✓	✓	AD	
<i>Add, Modify, Suspend, or Eliminate Academic Units (including Research and Public Service units) (cont'd)</i>	78	Eliminate a department, program, division, center, or institute	✓	✓	✓	✓	✓	✓	✓	✓	Action	Annual Listing	✓	✓	AD	
	79a	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	✓	✓	AD	
	79b	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	

**Section 3: Other**

Category	Reference Number	Action	Unit / Program Committee Approval	College Curriculum Committee Approval	Dean's Office Admin Processing	Dean's Office Implementation	Undergrad / Grad Council	Vice Chancellor Undergrad / Grad Processing	Campus Senate Approval	BOT	IBHE	Catalog Processing	Registrar Processing
<i>Other</i>	80	Test-based credit (AP, CLEP, IB, etc.)	✓					✓				✓	✓
	81	CAP-Honors and Other Academic Credit-Generating Administrative Units (Major program changes)	✓	Information Only	Information Only	Information Only	✓	Approval & Processing				✓	✓
	82	Continuing Education Initiatives	Check with College Dean's Office.										
	83	Substantial Course Re-Numbering Within a Program	Check with VCAA.										
	84	Curricular actions not specified on this table	Check with VCAA.										

**Levels of Governance Document 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.	Per IBHE: See Section 1050.50 (c)(2) of the Administrative Rules for rules regarding Programs Placed in Temporary Suspension Status.
6.	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.
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.	See <a href="https://www.hlcommission.org/Accreditation/institutional-change-academic-programs.html">https://www.hlcommission.org/Accreditation/institutional-change-academic-programs.html</a>
10.	See <a href="https://www.hlcommission.org/Accreditation/changes-requiring-approval-or-notification.html">https://www.hlcommission.org/Accreditation/changes-requiring-approval-or-notification.html</a>
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), consult the Director of Institutional Research and the Vice Chancellor for Finance and Administration prior to beginning the approval process.
13.	Criteria for continuation and a date for submission and request for permanent approval should accompany the RME.