



## Division of Academic Affairs Chart of Reviews and Approvals for Academic Matters

Preparing people to lead extraordinary lives

Administrative or Governance Body Role

Academic Matter Under Review		Dean <sup>1</sup>	BUS or GSCB	Faculty Council	Provost	President	Committee(s) of the BOT	Board of Trustees <sup>2</sup>	HLC/IBHE/DOE <sup>3</sup>
Category	No.	Type							
<b>Courses</b>									
	1	A							
	2	A							
	3	A							
	4	A							
	5	A							
	6	A							
	7	A							
	8	A							
	9	A							
	10	A			A*				
	11	A							
<b>Programs (associates, bachelors, masters, doctoral, minor, certificate)</b>									
	12	A			A				I <sup>5</sup>
	13	A			A				
	14	A			A				
	15	A			A				
	16	A			A				I <sup>5</sup>
	17	A			A				I <sup>5</sup>
	18	A			A				I <sup>5</sup>
	19	A			A				
	20	A	I		A				I/A
	21	A	R		A	A'			I/A
	22	A	R	R	A	A	R	A	I
<b>Degrees</b>									
	23	A	R	R	A	A	I		A
	24	A	R	R	A	A	R	A	I
	25	A	R	R	A	A	R	A	I
<b>Policy</b>									
	26	R	R	R	A				
	27	R	R	R	A				
<b>Organization &amp; Administration</b>									
	28	A	I	R <sup>3</sup>	A	A	I	I	A
	29	A			A	A	I		
	30	R	I		A	A	I		
	31	A		R	A	A	I		
	32	A		R	A	A	R	A	I
	33	A	I	R	A	A	I		
	34	A		R	A	A	R	A	I
	35	A	I	R <sup>3</sup>	A	A <sup>3</sup>			
	36	A	I	R <sup>3</sup>	A	A	R	A	
	37	A	I	R <sup>3</sup>	A				A

Proposals for items listed here are reviewed in the Curriculum Inventory Management (CIM) system. The process for review within a College/School/Institute will ensure that areas affected by a change are informed and have the opportunity to comment on a proposed change before it reaches the Dean. The Operational Subcommittee reviews proposals for items 6, 8, 9, and 11-37 for policy alignment, student success, and viability.

<sup>1</sup> Although Deans typically serve as the initiator for these actions, the Provost may initiate proposals for items 12-37.  
<sup>2</sup> In some cases, academic matters in addition to those noted, may require Board approval.  
<sup>3</sup> Higher Learning Commission, Illinois Board of Higher Education, Department of Education  
<sup>4</sup> Changes are reviewed by committees specific to the type of course (e.g., Core committee, Engaged Learning committee).  
<sup>5</sup> Requires notification and possibly approval if the modification changes ≥ 25% of the curriculum. Specialized accreditation is managed at the School level, with required updates to the HLC liaison.  
<sup>6</sup> Program elimination may also be activated by the sunset clause or other review process implemented at the university. If the university eliminates an entire degree level (e.g., doctoral) then the President (A), BOT (A), and HLC (I) must review.  
<sup>7</sup> The President only approves new doctoral programs.  
<sup>8</sup> The Chair of Faculty Council will determine whether the proposal requires review, and when review of the full Council is needed.  
<sup>9</sup> The Provost will determine whether the proposal requires review by the President and/or BOT

**LEGEND:**  
**A - APPROVAL; I - INFORMATIONAL; R - REVIEW AND RECOMMEND**  
 Updated 08/19/2025

Category	No.	Type	
<b>Courses</b>			
	1	Change to course prerequisites and/or co-requisites	A change to the parameters needed to enroll in a course. This can include specific courses, specific programs, and/or academic levels, among other items. Pre-requisites are displayed in the academic catalog.
	2	Change course title	Course title refers to a change in the long title and/or short title. These are displayed in the academic catalog, student transcripts, and schedule of classes, among many other locations.
	3	Change course description	A course description is required for every course in the catalog. It is generally between 4 - 6 sentences highlighting summarizing the course content. This is displayed in the academic catalog and the class schedule.
	4	Change course learning outcomes	This is a modification to existing, or adding additional, learning outcomes to a course. These will be displayed in the academic catalog.
	5	Convert course from face-to-face to blended, hybrid, online or vice versa	A change to the modality of the course. With this change taking place within the catalog, it is indicating that every section of the course will be offered in this modality directly impacting the class schedule.
	6	Change credit hours for a course	When the credit hours for a course change, any curriculum that uses that course must be modified at the same time. The course modification cannot be processed until the course credit hours are updated in all programs that use the course. The person who initiates the course credit hour change must notify those who control related programs of the intent to change credit hours to trigger the necessary program modifications.
	7	Reactivate a previously approved course without modification	Any previously inactivated course can be reactivated at any time by the respective department. Reactivations may require a concurrent review of program requirements. Once reactivated, courses will be added to the academic catalog and can be added to the class schedule as needed.
	8	Reactivate a previously approved course with modification	Any previously inactivated course can be reactivated at any time by the respective department. Reactivations with modification require a concurrent review of program requirements. Once reactivated, courses will be added to the academic catalog and can be added to the class schedule as needed.
	9	Inactivate an existing course or sequence of courses	When one or more courses are inactivated, any curriculum that uses that course must be modified at the same time to remove the course from the curriculum. The course

			inactivation cannot be processed until the course is removed from all programs that use the course. The person who initiates the course inactivation must notify those who control related programs of the intent to inactivate to trigger the necessary program modifications.
	10	Change to a course with special status (e.g., Engaged Learning, Core, Writing Intensive, Full-Time Status)	The engaged learning subcommittee and core subcommittee review and approve requests related to those types of courses, respectively. The director of the writing program reviews and approves requests related to writing intensive courses. The provost reviews and approves requests related to courses that carry full-time status.
	11	Create new course	Both credit or non-credit bearing course (i.e., zero credit) require all course related information such as a title, description, and learning outcomes, among other items. Once the new course is approved, it will appear in the academic catalog as well as be available to add to the class schedule.
<b>Programs (associates, bachelors, masters, doctoral, minor, certificate)</b>			
	12	Revise program learning outcomes	Updating the content and/or number of program learning outcomes, which are published in the academic catalog.
	13	Change program modality (e.g., convert program from face-to-face to blended, hybrid, online or vice versa)	A program changes from on campus to hybrid or online. The program will note whether the existing program modality will continue or not. For example, if the change is to create an online version of an existing in person program, the program will indicate whether the in person program will continue or be replaced by the online version.
	14	Change admissions requirements for a program	See the policy for changing admissions requirements. Changes to required GPA, program prerequisites, and the type of requirements are processed via CIM.
	15	Suspend enrollment in an existing program	A Dean wishes to temporarily suspend admissions to a program.
		Modify program requirements (e.g., credit hours, required coursework, number of tracks and their requirements) when the curriculum	Rows 16-18 apply to modifications of all degree programs (e.g., associates, bachelors, masters, doctoral, minor, certificate).
	16	...is offered entirely within a single School/College	All courses contained in the curriculum are offered by a single school/college. Also for graduate programs administered by the Graduate School when the curriculum is entirely contained within a single school/college.

	17	...draws one or more courses from another School; the change does not implicate borrowed course(s)	The curriculum includes one or more courses that are offered by a different School/College. This includes courses that are an option for a requirement or an elective. The proposed change does not add/remove a course that is borrowed from another school/college.
	18	...draws one or more courses from another School; the change adds/subtracts a course from another School	The curriculum includes one or more courses that are offered by a different School/College. This includes courses that are an option for a requirement or an elective. The proposed change adds/removes a course that is borrowed from another school/college. The proposed change has an impact on resources that are controlled by another school/college. Here, any affected academic unit must be selected in the CIM workflow to ensure the opportunity to comment.
	19	Modify School/College level academic policy, standards, or regulations	Academic policy, standards, and regulations that only apply to students in a single school/college. For example, policies that regulate students in the College of Arts and Sciences or the Graduate School. See row 27 for changes to institutional policy.
	20	Eliminate an existing program	An existing academic program is permanently discontinued.
	21	Create New Program within an existing degree (e.g., associates, bachelors, masters, doctoral)	Deans must first submit an Intent proposal for review and approval by the Provost. Creating any new academic program when LUC already offers that specific type of degree credential (e.g., BA, BBA, MS, MSW, MEd, PhD). This includes certificates and minors. A new type of degree that LUC does not already offer is subject to row 24.
	22	Modify the structure of the Core curriculum	The structure of the Core curriculum is changed. This does not apply to adding/removing/updating individual Core courses (row 10).
			When the credit hours for a course change, any curriculum that uses that course must be modified at the same time. The course modification cannot be processed until the course credit hours are updated in all programs that use the course. The person who initiates the course credit hour change must notify those who control related programs of the intent to change credit hours to trigger the necessary program modifications.
<b>Degrees</b>			
	23	Change in minimum degree credit hour requirements	Reducing the overall credit hours required for a degree type. For example, lowering the

			credit hours required for a bachelor's degree from 140 to 120.
	24	Creation of a new degree type	Creating a new type of degree. For example, creating a Masters of Professional Studies (MPS) to the Masters degree level; creating a Bachelors of Engineering (BEng) within the Bachelors level.
	25	Elimination of existing degree	This process is used to discontinue offering a certain type of degree (e.g., MATR)
<b>Policy</b>			
	26	Create new academic policy, standards and regulations at the Institutional Level (e.g., academic standing, minimum GPA)	Institutional academic policy, standards and regulations are published in the academic catalog. These apply to all academic units within the institution, or as appropriate by level (e.g., undergraduate vs graduate academic units). For example, academic standing and transfer credit policy.
	27	Change academic policy, standards and regulations at the Institutional Level (e.g., academic standing, minimum GPA)	Updating any established institutional academic policy, standard, or regulation that is published in the academic catalog.
	26	Create new academic policy, standards and regulations at the Institutional Level (e.g., academic standing, minimum GPA)	Institutional academic policy, standards and regulations are published in the academic catalog. These apply to all academic units within the institution, or as appropriate by level (e.g., undergraduate vs graduate academic units). For example, academic standing and transfer credit policy.
	27	Change academic policy, standards and regulations at the Institutional Level (e.g., academic standing, minimum GPA)	Updating any established institutional academic policy, standard, or regulation that is published in the academic catalog.
<b>Organization &amp; Administration</b>			
	28	Establish external partnership whereby another institution provides course credit and/or curriculum	A partnership whereby LUC students complete one or more credit-bearing courses offered by faculty who are not affiliated with LUC and those courses fulfill LUC degree requirements.
	29	Change to name and/or substantive change to mission of existing department or School	Any changes to a program name. A substantive change to the mission involves more than fixing typos and grammar; it affects the nature and direction of academic programs and scholarly work within the unit.
	30	Create new university academic credit-granting center/institute	Establishing a new center that offers one or more credit-bearing academic programs.
	31	Create New Department	Academic programs are combined into a larger administrative unit (e.g., Department).
	32	Create new School or College	A new school or college is established.
	33	Eliminate Existing Academic Department and Faculty	An existing academic department and the faculty associated with the academic department are eliminated. Individual

			academic programs and faculty may (or may not) be moved to other academic units, but the academic department is effectively dissolved.
	34	Eliminate Existing School or College	An existing school or college is eliminated (i.e., not merged or moved into a different school or college).
	35	Reorganization (e.g., merge or move) of academic units (e.g., programs, academic departments)	Academic programs, departments, institutes, or schools are merged. Academic programs, departments, institutes, or schools are moved from one school to another school or college.
	36	Reorganization/redirection of existing School	Academic programs and academic departments are reorganized within an existing school. An existing school substantively changes focus and direction.
	37	Extension of academic programs or degrees to new sites	An existing degree program will now be offered at a new location (i.e., not at an already established campus such as Lake Shore, Maywood, Rome). This applies to offering some coursework that applies toward an existing degree program, even if the entire program cannot be completed at the new site.