

**Academic Approval Matrix**

	Department Action Required	School/College Curriculum Committee Action Required	School/College Faculty Action Required	School/College Dean Action Required	International Affairs Office Action Required	Faculty Senate Committee on Undergraduate Education (FSCUE) Action Required	Faculty Senate Graduate Studies Committee Action Required	Faculty Senate Action Required	President or Provost Acknowledgment only	Board of Trustees Action Required	Ohio Dept of Higher Education Action Required	Ohio Dept of Higher Education Information Only	Higher Learning Commission (HLC) Action Required	Higher Learning Commission (HLC) Information Only
School/College (new)			X					X	X	X				
School/College (name change)			X	X				X	X	X				
Department (new)			X	X				X	X	X				
Department (name change)	X		X	X				X	X	X				
Off-campus location (new)	X	X	X	X	I	U	G/P	X	X	X			X	

**Administrative Structures**

**Academic Programs**

Degrees (new)	X	X	X	X	I	U	G/P	X	X	X			X	
Degrees (name change)	X	X	X	X		U	G/P	X	X	X				X
Degrees (change in delivery mode)	X	X	X	X	I	U	G/P	X	X	X			X	
Programs/Majors (new)	X	X	X	X		U	G/P	X	X	X			X	
Programs/Majors (name change)	X	X	X	X		U	G/P	X	X	X			X	
Programs/Majors (change in delivery mode)	X	X	X	X	I	U	G/P	X	X	X			X	
Minors (new)	X	X	X	X		U		U		X				
Minors (name change)	X	X	X	X		U				X				
Certificates (new)	X	X	X			U	X	X	X				P	P
Concentration/Sequence/Track (new)	X	X	X			U	G/P		P					
Concentration/Sequence/Track (change)	X	X	X			U			P					
Course Subject Codes (new, desc changes)	X	X	X	X					P					

**Academic Processes**

Grades or grading system (new)	X	X	X	X		U	G/P	X						
Diploma format Univ-wide (new/change)				X		U	G/P	X	X	X				
Diploma wording change, school				X				X	X	X				
Transcript format (new/change)				X		U	G/P	X	X					
Five Year Academic Calendar (new/change)								X		X				
Five Year Academic Calendar (deviations)									P					

Notes:

X = all levels

U = undergraduate level

G/P = graduate and professional level

I = if international students are to be enrolled

P = possibly, depending on the program. University Registrar to check with the Provost's Office