**Graduate Course and Program Proposal Approval Process in School of Education**

September 6, 2016

This guideline is intended to help departments and faculty considering submitting course or program proposals beginning in fall 2016. Before submitting a proposal for approval, please first read this guideline.

**Guideline for Graduate Course Proposal Approval Process**

Step 1  
Each course proposal must first be approved by vote of the department before sending to the Graduate Studies Committee (GSC Committee). A confirmation showing that the course is approved by the department should be provided. This confirmation can come in the form of faculty meeting minutes showing the vote or a document showing the email that circulated to your faculty putting the proposal before them and requesting their response, plus a note on the e-Doc stating the response received.

Step 2  
To get on the agenda for a regular GSC Committee meeting, a new course request or request a course change should be initiated via CARMIn. CARMIn is used to electronically submit all proposals for new courses and to make changes to attributes of courses.

Faculty users or approved administrative users should log into [one.iu.edu](http://one.iu.edu/). Click in the Search box and type, CARMIn and press ENTER. Click the Initiate New Course/Course Change Request (CARMIn) task icon.

A proposal to offer an existing course in a new mode must be accompanied by a syllabus appropriate to the new mode. A proposal to offer a course in more than one mode must be accompanied by syllabi for each mode. Course syllabus/syllabi should be attached to the e-Doc in CARMIn. Confirmation of the department should be attached or noted in the e-Doc.

Step 3   
The e-Doc proposal and accompanying materials should be submitted by the day of the GSC Committee agenda meeting if not before. For most course proposals, the GSC Committee invites a faculty representative to attend the GSC Committee meeting and speak to the proposal/ answer questions about it. The Graduate Studies Office will notify the faculty representative of when and where the next GSC Committee meeting will take place.

Step 4  
The faculty representative will be notified of the committee’s voting decision during the GSC Committee meeting. If revision is required, the Associate Dean of Graduate Studies will return the e-Doc to the initiator. A revised e-Doc proposal should be resubmitted via CARMIn.

Step 5  
If approved by the GSC Committee, the e-Doc proposal and syllabus/syllabi will be forwarded to the Policy Council Committee. A faculty representative might be invited to the meeting to present the proposal.

Step6   
Then the course proposal will be routed to Education Council for approval. If the course is for doctoral level, it goes as information-only.

Step 7   
Once approved by all levels above, the proposal will be placed on the remonstrance list for 30 days. Faculty members may view the remonstrance list by going to One. IU, and raise objections to proposals. After 30 days, if no objections have been raised, the request is approved. Upon final approval, the Graduate Studies Office will notify the department chair and the proposer.

**Guideline for New Graduate Program Proposal or Graduate**

**Program Revision Approval Process**

Step 1   
To propose a new program, check the [University Academic Planning & Policy’s General Matrix](http://graduate.indiana.edu/doc/faculty-staff/academic-approval-matrix-final-2012.pdf) for the Administrative Approval Process for New Academic Programs to determine whether the proposed program requires ICHE approval. If so, the proposal must be organized according to the ICHE Guidelines, Policies, and Procedures for Developing Academic Program Proposals. Get the guidelines: <http://graduate.indiana.edu/doc/shared/program-guidelines.pdf>  
Get the [University Academic Planning & Policy’s General Matrix](http://graduate.indiana.edu/doc/faculty-staff/academic-approval-matrix-final-2012.pdf): <http://graduate.indiana.edu/doc/faculty-staff/academic-approval-matrix-final-2012.pdf>

Whether it requires ICHE approval or not, a new program proposal should include a cover sheet using the approved template. Get the cover sheet: <http://graduate.indiana.edu/doc/shared/cover-sheet-degree-certificate.pdf>

To propose a certificate program, use the form and instructions in the Guidelines for the Development of Certificate Programs. Get the guidelines and form: <http://graduate.indiana.edu/doc/faculty-staff/iu-certificate-policy-and-form.doc>

To propose a name change for a program, a cover sheet using the approved template should be included. Get the template: <http://graduate.indiana.edu/doc/shared/cover-sheet-name-change.pdf>

Step 2  
Each program proposal must first be approved by the department before sending to the Graduate Studies Committee (GSC Committee).

A confirmation showing that the program proposal is approved by the department should be provided. This confirmation can come in the form of faculty meeting minutes showing the vote, or a document attached to the proposal, showing the email that circulated to your faculty putting the proposal before them and requesting their response.

If a new program has any potential overlap with other programs, inside or outside the School of Education, a memo of support from the other programs should be included.

If a program revision is being proposed, changed parts should be highlighted.

Step 3   
To get on the agenda for a regular GSC Committee meeting, the proposer should submit the program proposal (paperwork, not an e-Doc) and accompanying materials by the day of the GSC Committee agenda meeting if not before.

For most program proposals, a faculty representative should come to the actual GSC committee meeting and speak to the proposal/ answer questions about it. The Graduate Studies Office will notify the faculty representative of when and where the next GSC Committee meeting will take place.

Step 4  
The faculty representative will be notified of the committee’s voting decision during the GSC Committee meeting. If revision is required, the revised proposal will be forwarded to the Policy Council for approval. A faculty representative might be invited to the Policy Council Committee meeting to present the proposal.

Step 5  
Once approved by the Policy Council Committee, the program proposal (except for doctoral program) will be forwarded to Education Council for approval.

Step6  
Not all program proposals take the same route. Please check the General Matrix for the Administrative Approval Process for New Academic Programs <https://uaa.iu.edu/docs/academic/academic-approval-matrix.pdf> to learn where the proposal will be routed to for the next step.

Step 7  
The Dean’s Office will check the program approval status periodically, and notify the proposer when a proposal has received final approval.

**Frequently Asked Questions**

* What is the schedule of GSC Committee meetings and agenda meetings?  
  To get on the agenda for a regular GSC Committee meeting, please contact Graduate Studies Office to learn the updated schedule of GSC Committee meetings and agenda meetings. We also send the schedule to department chairs at the start of each term.
* Where can a faculty user or administrative user get help completing the e-Doc for a course proposal or required paperwork for a new program proposal?

IU’s Course Approval System instructions explain how faculty members can submit a request and how administrators can approve a request. Please download the instructions here to get help. <http://graduate.indiana.edu/doc/faculty-staff/carmin-initiator-job-aid.pdf>

More details and instructions about proposing new graduate programs or changes to graduate programs can be found here. <http://graduate.indiana.edu/faculty-staff/curriculum-programs/propose.shtml>

The Graduate Studies Office also offers help to look at program or course proposals before they go through the GSC Committee.

* If a proposal is submitted one or a couple of days after a GSC agenda meeting, can it get on the agenda for the upcoming GSC Committee meeting?  
  We might be able to add this proposal to the agenda if time allows, but we cannot guarantee, as the agenda might be already full or additional documents may be needed. Thereby, we strongly recommend the proposer to submit a proposal as early as possible to avoid unnecessary delay.
* What if a proposer cannot attend to the Graduate Studies Committee meeting due to time conflict or other obligations?  
  The proposer can request another faculty representative from the program, who is familiar with the proposal, to attend the meeting and present the proposal. If any revision needed, the proposer is still responsible to make changes for the proposal.
* A course proposal has been approved by the Graduate Studies Committee and the Policy Council Committee, but this proposal has not gone through the Remonstrance List yet. Why?

It usually takes a few weeks or even a few months for a course proposal to go through the Remonstrance List. If a proposer wants to track where the course proposal is, please email Jane Kaho, Administrative Assistant to Executive Associate Dean, at [mkaho@indiana.edu](mailto:mkaho@indiana.edu)

* How do departments find out if a new program proposal has been approved?

If a new program proposal goes to the Campus Curriculum Committee and that is the last step, the Dean’s Office will notify the department after the Campus Curriculum Committee meeting. If a new program proposal has to go on for additional university or ICHE approval, the Dean’s Office will check approval status periodically. Please contact the Dean’s Office to find out the approval status for a new program proposal.