Revised August 3, 2020

Definitions for Approval of New Programs and Reasonable and Moderate Extension (RME) Requests by Public Universities

	Programmatic Request	Action
1	Creation of a new non-credit program or a program of study composed of credit courses that does not result in the formal award of a degree.[1]	No reporting and no action
2	Creation of a new unit that does not have an instructional, research, or public service mission, including new units that might be named department, division, center or institute.[2]	No reporting and no action
3	Addition of a new organized set of courses within a major (e.g., option, concentration, specialization, or sequence) to an existing degree program.	Annual Listing of Changes
4	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 organized, and has no continuous mission.	Annual Listing of Changes
5	Addition of a new minor. The staff expects that the curriculum of each minor should include upper division courses.	Annual Listing of Changes
6	Change in a degree title (e.g., the name of a discipline or major without changes in objectives or content such as the change from “medical technology” to “clinical laboratory sciences”).	Annual Listing of Changes
7	Change in the name of an administrative (including departments), research, or public service unit.	Annual Listing of Changes

[1] 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.”

[2] Most student services, advising and counseling, administrative activities, and co-curricular activities do not have an instructional mission, research, or public service mission.

Definitions for Approval of New Programs and Reasonable and Moderate Extension (RME) Requests by Public Universities (cont.)		
	Programmatic Request	**Actions**
8	Elimination or temporary suspension of an existing degree program (please indicate Phase Down, Elimination, or Temporary Suspension status and include a status update for programs previously suspended temporarily[3].).	Annual Listing of Changes
9	Reorganization, restructuring, consolidation, elimination, and other changes of existing administrative (including departments), research, or public service units that does not result in an increase in subunits.	Annual Listing of Changes
10	Creation of a certificate program in a field in which there is a previously approved degree program (e.g., undergraduate certificates at Levels 1 and 2 from a prior approved bachelor's program; post-baccalaureate certificates at Level 5 from a prior approved master's program.	Annual Listing of Changes
11	Creation of a joint degree program from two previously approved programs.	Annual Listing of Changes
12	Reactivation of a temporarily suspended program[3].	RME
13	Creation of a new formally organized research or public service unit that has a temporary mission of up to five years. (Criteria for continuation and a date for submission and request for permanent approval should accompany the RME).	RME
14	Creation of a certificate program in a field or at a level in which there is not a previously approved degree program at that level or a higher level.	RME
15	Creation of a new 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 more autonomous programs, or options have evolved into separate programs).	RME
16	Reclassification (change of CIP) of a program resulting from incremental changes or consolidation of two or more degree programs into a single program.	RME
17	Changes in degree designation at the same level (e.g., BA to BFA, BBA. to BS, or DBA. to PhD).	RME

[3] See Section 1050.50 (c)(2) of the Administrative Rules for rules regarding Programs Placed in Temporary Suspension Status.

Definitions for Approval of New Programs and Reasonable and Moderate Extension (RME) Requests by Public Universities (cont.)

	Programmatic Request	Actions
18	Creation of an out-of-region degree program. As much as possible the proposed program should be functionally equivalent to the existing program offered on campus, including curriculum, faculty qualifications, instructional technology, and library resources. The program must have effective student support systems.	RME
19	Creation of a degree program (excluding certificate programs) in a new field or at a new level (based on CIPS or IPEDS definitions).	Board Action
20	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.	Board Action
21	Creation of a new campus.	Board Action

Program Listing. Each public university will submit a list of program changes annually on the last day of July. It may submit some individual changes before the end of July. Appropriate changes to the program inventory will be made. The IBHE staff will reserve the authority to advise that a change is inconsistent with common practices or definitions in higher education and recommend corrective action. (E.g., if a specialization were added that is commonly considered a major, the staff would recommend that the institution seek approval for a new program in the future.)

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 staff will determine if the proposed change is a reasonable and moderate extension of existing program authority.

Board Action. A fully developed proposal will be submitted. The staff will review the proposal and formulate a recommendation. The Board will formally approve or deny.