POLICY TITLE
Adding and Eliminating Academic Programs

POLICY NUMBER
ASOM 6.4 (Formerly APPM 1.4)

PRIMARY RESPONSIBILITY
Academic Affairs

CREATION / REVISION / EFFECTIVE DATES
Created September 1992/Revised September 2002; Fall 2010/Effective Fall 2010;
Revised June 2014/Effective Fall 2014

PURPOSE
The Ivy Tech program inventory is the official listing of all approved degree programs at
every campus and serves as the document of record of approved degree programs. It is
maintained electronically, through the student information system, and in written form.

ORGANIZATIONAL SCOPE OR AUDIENCE
Students, faculty and staff

DEFINITIONS
Commission for Higher Education (CHE): Coordinates planning and budgeting for
higher education in Indiana while working closely with public and independent colleges
and universities.

Program Elimination: No new students are admitted into the program and program is
removed from program inventory.

Program Suspension: Three year period during which no new students are admitted into
the program and after which the region must decide whether to resume or eliminate the
program.

POLICY
Changes to the program inventory of a campus are initiated by the campus and made official
by action of the State Board of Trustees and by the Commission for Higher Education.

PROCEDURE
To add a new program:
1. A campus develops a new program proposal, following the format developed by
the Commission for Higher Education for all colleges and universities in Indiana.
(Appendix A). The proposal is approved by the regional board of trustees and
sent to Academic Affairs in the Office of the President.
2. Academic Affairs staff forwards the proposal to the Regional Academic Officers Committee. The committee recommends approval to the Senior Leadership Council.
3. Academic Affairs staff works with regional and campus staff making necessary changes.
4. Proposals are brought to the Planning and Education Committee of the State Board of Trustees, who recommend action on the program to the entire board.
5. State Trustees approve the proposal, and direct that it be forwarded to the Commission for Higher Education.
6. The Commission for Higher Education reviews the proposal and takes action.
7. When the Commission has notified the College that a program has been approved, the program is added to the program inventory for that campus.
8. Following CHE approval, proposed new Technical Certificate and Certificate programs are submitted to the Department of Education for financial aid eligibility approval. Financial aid cannot be issued for these programs prior to receipt of Department of Education approval.
9. Higher Learning Commission is apprised of the added program(s).

To eliminate or suspend a program:
1. Region requesting elimination or suspension of program submits Request to Eliminate or Suspend Academic Program form, signed by the dean, vice chancellor of academic affairs, campus president and chancellor, and supporting documents to the appropriate division Vice President.
2. Division Vice President and Provost review the form and supporting documents and send a recommendation to the Senior Leadership Council.
3. The region will be notified of the Senior Leadership Council’s decision and the change is made in the college inventory, if approved.
4. Program elimination is reported to the Commission for Higher Education by the President’s office. Program suspensions are reported after a region demonstrates continued declining need for the program.
5. The region is responsible for notifying students enrolled in the eliminated or suspended program.
6. All courses in eliminated or suspended programs will be available for two years to enable student to complete the program of study. Course substitutions approved by the regional academic officer, online courses, and courses taught by other campuses located within a reasonable driving distance are permissible alternatives to complete program requirements.

REFERENCES
Appendix A: Academic Approval and Review Practices
Commission for Higher Education (CHE) - http://www.in.gov/che/
Request to Eliminate or Suspend Academic Program form

RESOURCE PERSON
Vice Chancellor for Academic Affairs