

Approval Process Flowcharts

Public Institutions of Higher Education
Effective September 1, 2023

Approval Levels

Request Type	Approval Level	Estimated Timelines
Planning Notification	Notification Only	1 week
Embedded Associate	Assistant Commissioner	1-2 months
New Acad Assoc, Bach, Master's less than 50% new content	Assistant Commissioner	1-2 months
New Acad Assoc, Bach, Master's 50% or more new content	Commissioner	2-3 months
Doctoral & Professional	Board	6-9 months
New degree programs equal to a level change for institution (e.g. first bachelor's at a community college)	Board	6-9 months
Substantive changes to doctoral, professional or programs approved by the Board after September 1, 2023	Board	3-6 months
Other substantive changes	Assistant Commissioner	1-2 months
Non-substantive changes (CIP change, SCH change, etc)	Assistant Commissioner	1 week – 2 months
Program Closure	Notification Only	1 week
New Academic Certificate (any SCH or level)	Notification Only	1 week
Digital modality requests/changes (all levels)	Notification Only	1 week

Degree Program Changes

Non-Substantive

SCH Change

CIP Code Change

Degree Name or Designation Change

Program Consolidation

Off-Campus Requests

Other non-substantive revisions*

Substantive

Location Change (rare):
Closing the program in one location and moving it to a second location.

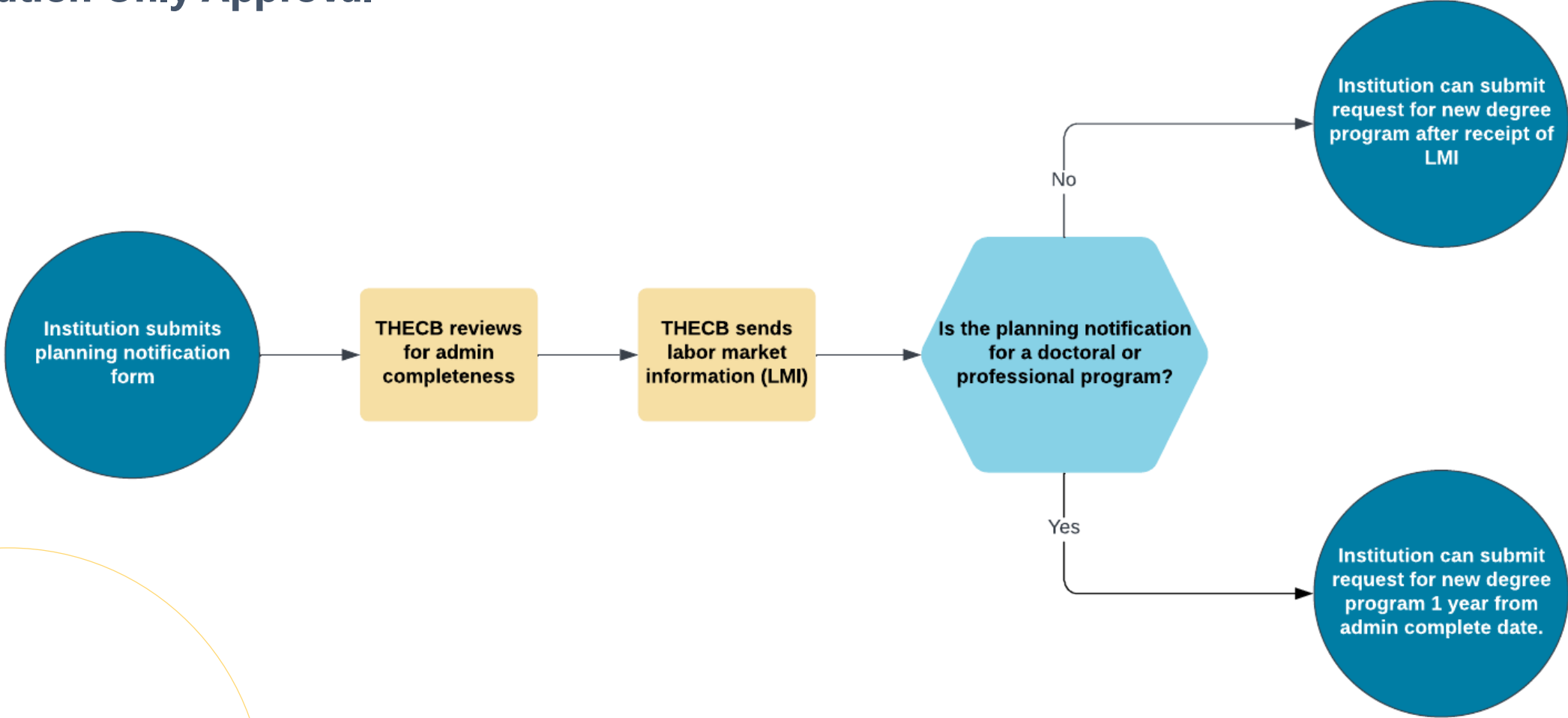
Funding Model Change:
Changing the funding model from self-supported to formula-funded or vice versa.

Other substantive revisions

*Modality changes, program closures, program consolidations, and admin unit changes are notification only.

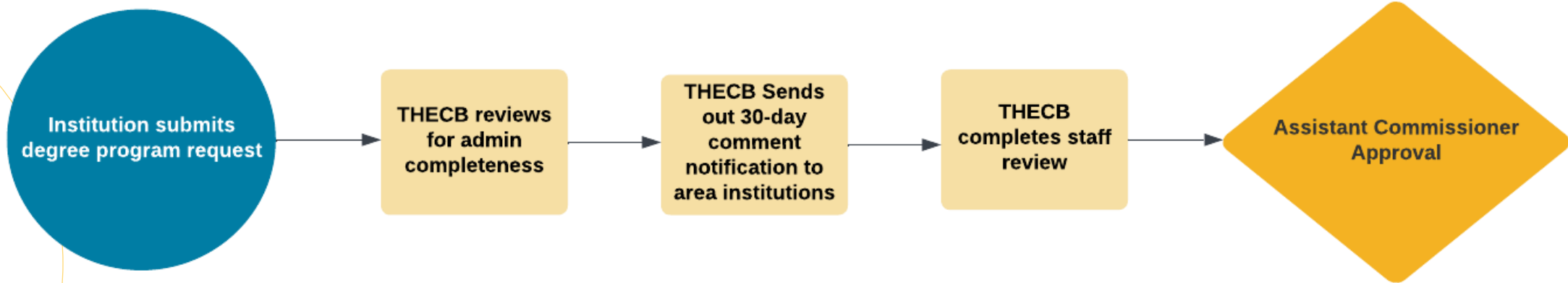
Planning Notification

Notification Only Approval



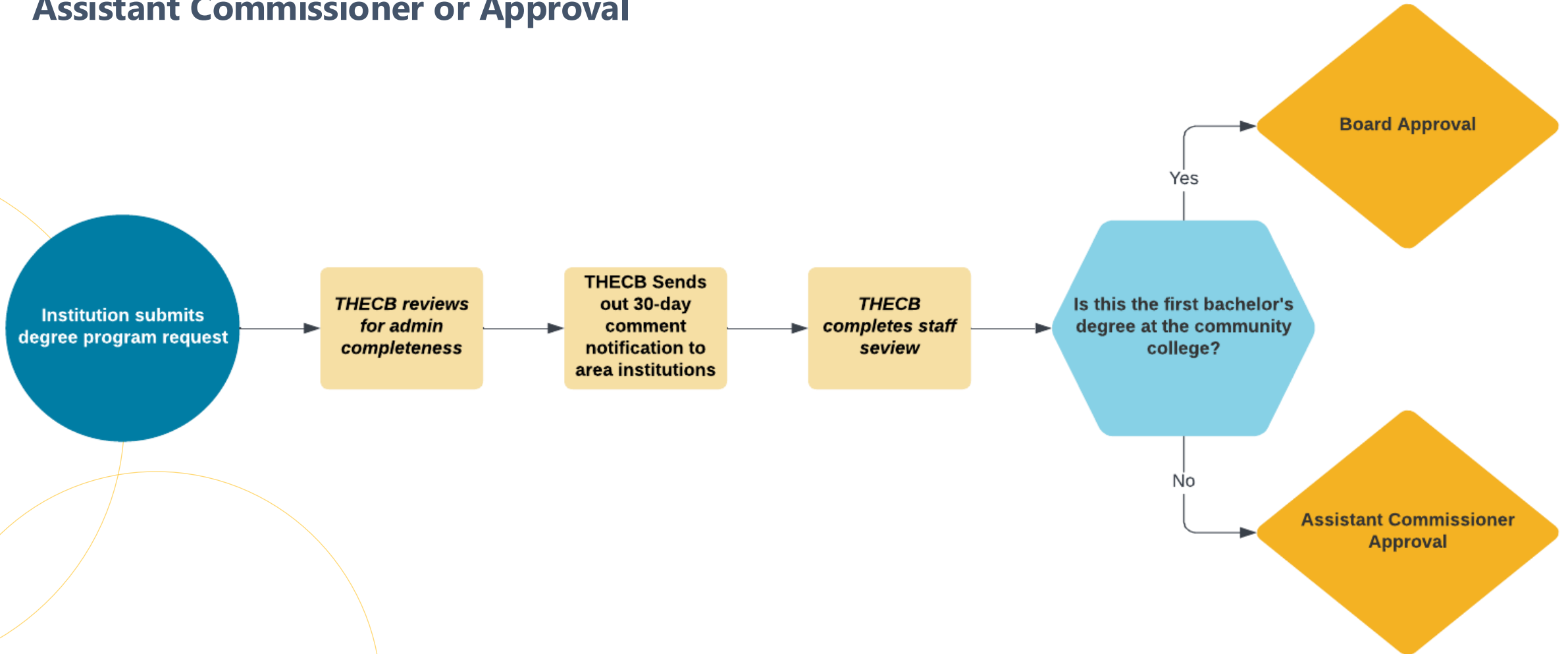
Academic & Applied Associate and Workforce Certificate

Assistant Commissioner Approval



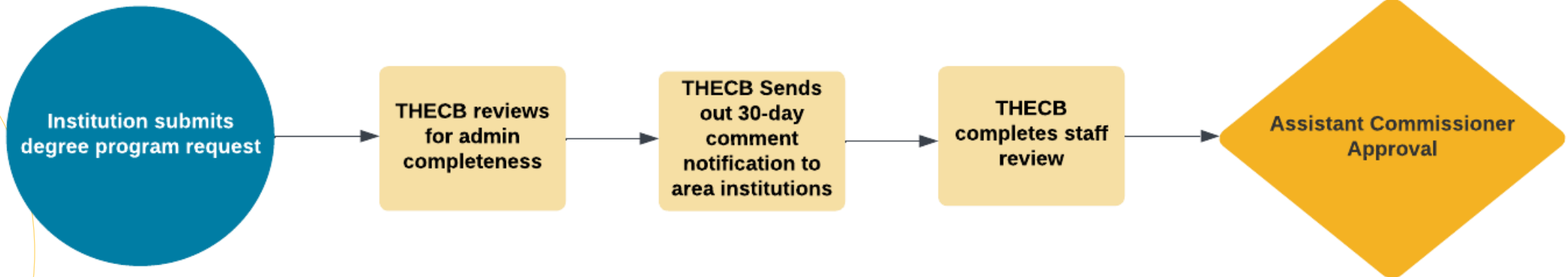
Bachelor's degree at a community college

Assistant Commissioner or Approval



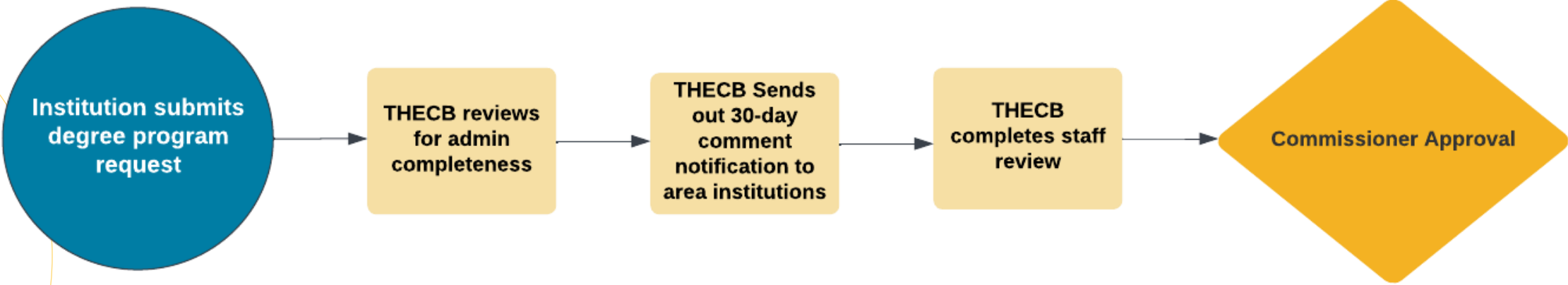
Bachelor's and master's less than 50% new content

Assistant Commissioner Approval



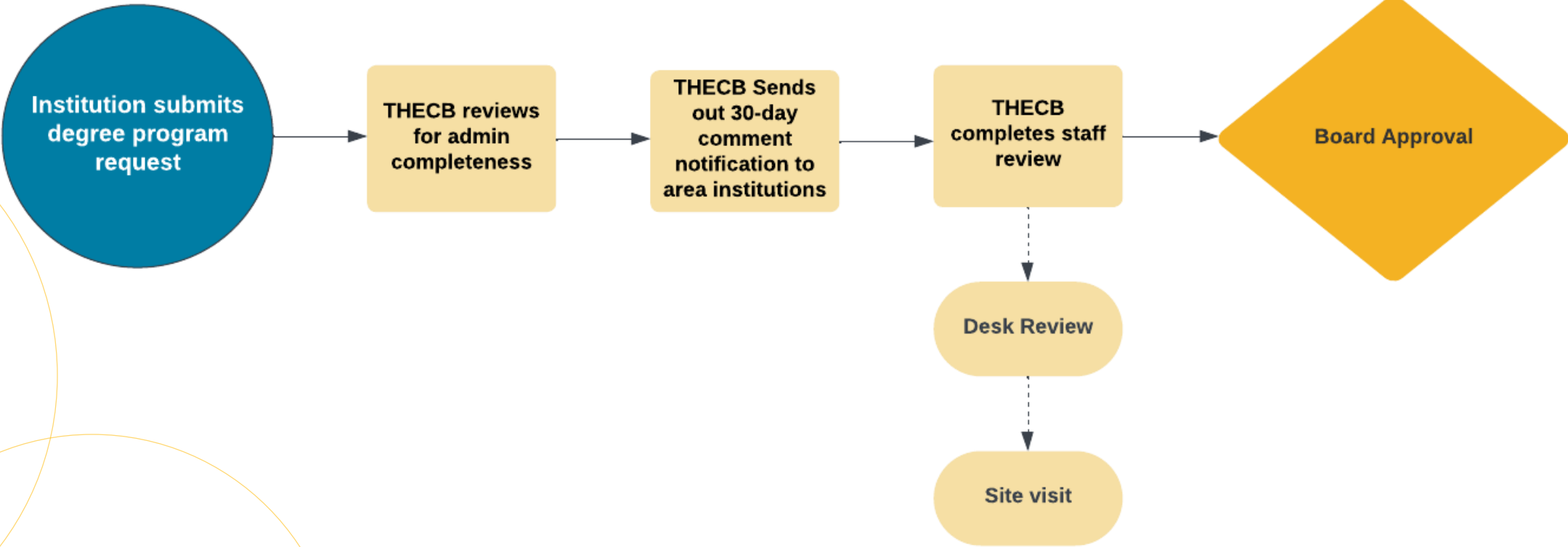
Bachelor's and master's 50% or more new content

Commissioner Approval



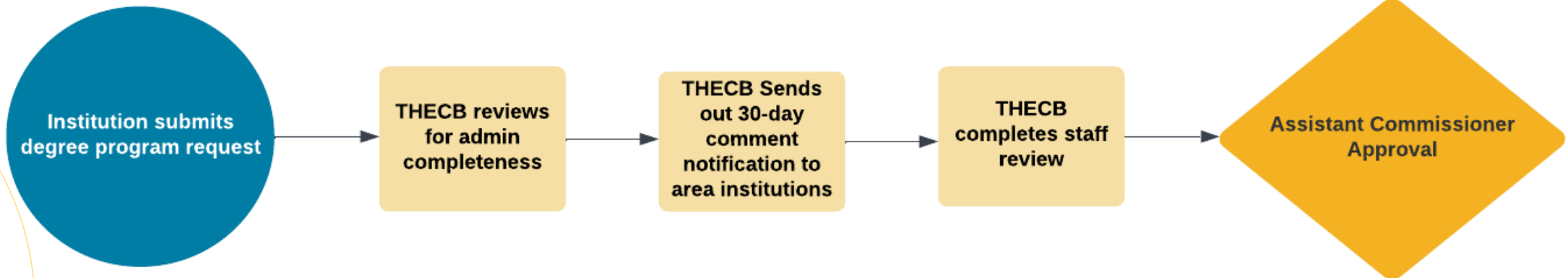
Doctoral & Professional

Board Approval

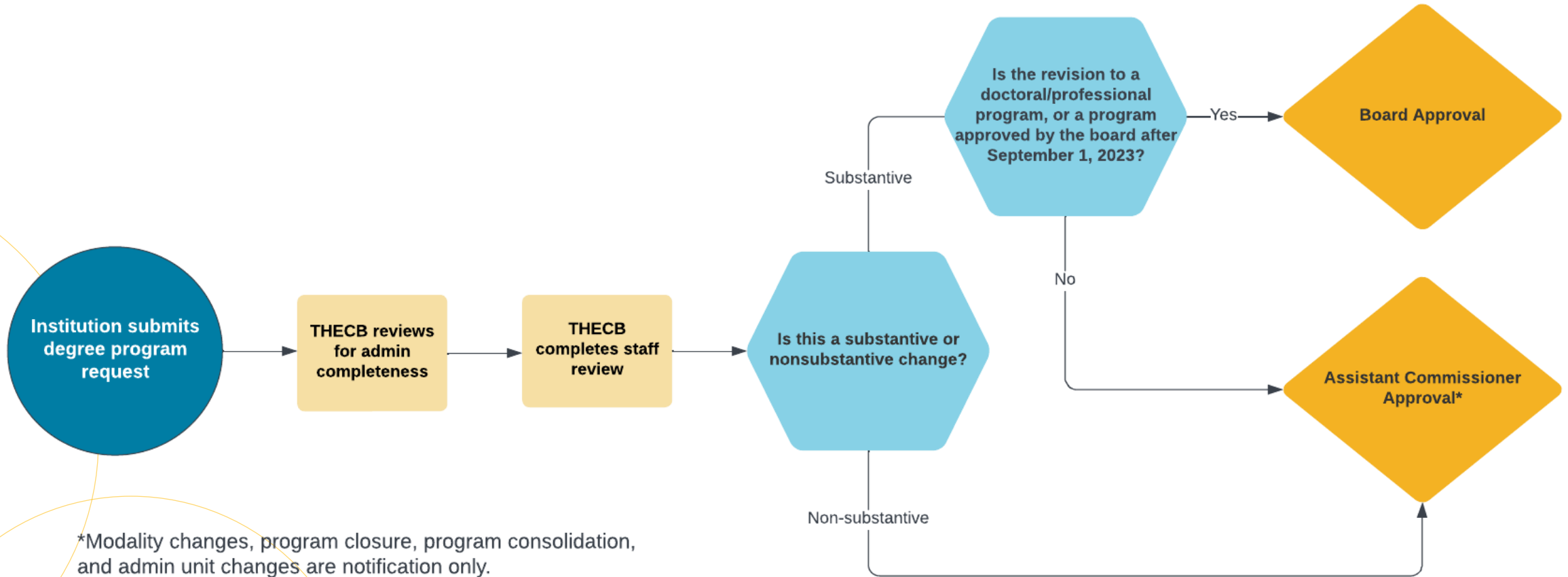


Embedded Associate

Assistant Commissioner Approval



Degree Program Changes



*Modality changes, program closure, program consolidation, and admin unit changes are notification only.

New Academic Certificate

Notification Only Approval

