

Appendix C – UIC and Illinois Board of Higher Education approval process information:

Degree Programs: If a new for-credit academic program is not yet approved by UIC governance and, if necessary, the IBHE, a proposal must come from the College – after approval by their internal governance (e.g., executive committee, educational policy committee, and/or faculty) –to the UIC Office of Programs and Academic Assessment (OPAA). OPAA will review the program proposal to insure its clarity and compliance with academic policy, and then route the proposal through the various levels of campus governance (e.g., Graduate College Executive Committee, Senate Committee on Educational Policy, Senate).

Template forms for new degrees and new certificates and the schedule of campus governance meetings are available on the OPAA – Academic Program Development website at <http://ossssql1.admin.uillinois.edu/oa/>.

Following approval by campus governance, new degrees and certificates must be reported to the University Senates Conference and approved by the Board of Trustees. Campus certificates require no additional approval, but new degrees and IBHE-approved certificates require IBHE review and approval.

Certificates: UIC offers both campus certificates and IBHE-approved certificates. To be officially recognized on a student’s transcript, a certificate program must consist of a minimum of 9 (for graduate) or 15 (for undergraduate) credit hours. There will be no maximum number of hours required for a certificate program (note, however, that a certificate should not replicate the requirements for a standard degree program). IBHE-approved certificates generally require more credit hours than campus certificates, are cited on student transcripts as formal awards and diplomas are issued. Campus certificates are non-degree programs, so no diploma is issued; however, they are noted on student transcripts.