

CHEDSS 2.0-Based Change Requests for Existing Academic Programs and Submission of New Academic Program Proposals

Purpose

This document provides guidance to Institutional Representatives for the use of CHEDSS 2.0 in two cases:

- (1) Submission of Routine Staff Action requests for existing academic programs, and
- (2) Submission of new proposals for degrees and certain credit-bearing certificates (13+ credits) proposals.

These processes replace the API change request fillable PDF form via the Academic Affairs API inbox and the submission of degree program proposals via the API inbox.

Contents

Purpose	1
Contents.....	1
Navigate to the CHEDSS 2.0 Program Request Page	2
Request a NEW program - Degree and Certificate (13+ credits) Proposal Submission	2
Request change to an EXISTING program - Routine Staff Action Requests	5
Changing the name of a Certificate/Degree program.....	6
Changing the number of credit hours	9
Changing the CIP code	12
Adding or Eliminating Distance Education.....	15
Eliminating, Suspending, or Reinstating a Certificate/Degree Program	17
Splitting a Certificate/Degree Program	20
Merging two Certificate/Degree Programs	26
Adding Locations to a Certificate/Degree Program	30
Consolidating existing programs to create a new program	33
Changing the Degree/Award Level	36
Program Change Request Tracking.....	40

Navigate to the CHEDSS 2.0 Program Request Page

1. Navigate to the [CHEDSS 2.0 site](#) for all staff action requests and program proposals
2. Select “Program Requests” from the *Academic Affairs* tab on the lefthand menu (Figure 1). The Program Requests page is where all requests can be submitted and tracked.

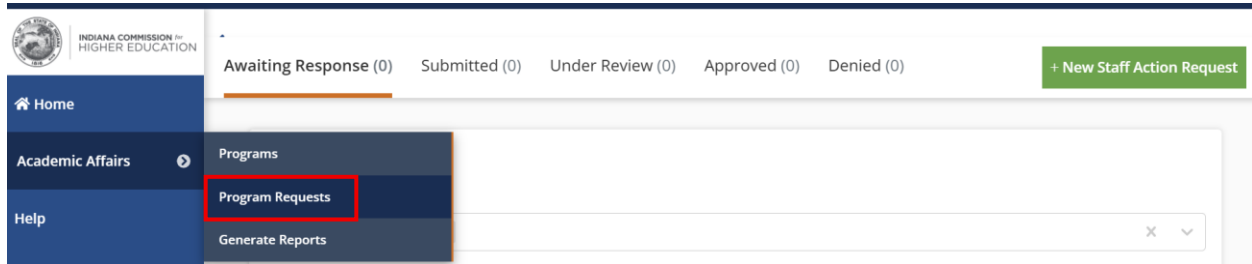


Figure 1: Program Request Site

3. Click the green “+New Staff Action Request” button on the righthand side of the screen to submit a new staff action or new program proposal. A pop-up window will appear with the option to “Request a NEW program” or “Request change to and EXISTING program” (Figure 3). Make your selection and click the “Next Button”

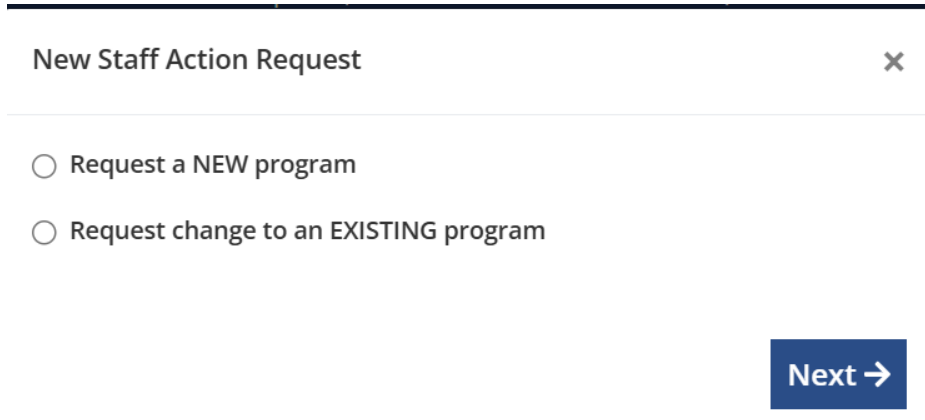


Figure 2: Program Request menu

Request a NEW program - Degree and Certificate (13+ credits) Proposal Submission

New degree and certificate proposals will be managed through CHEDSS 2.0. Institutional users will submit details of the program and the program proposal PDF packet in CHEDSS 2.0.

Instructions:

1. After selecting “Request a NEW program” enter the degree program name as it will appear in the API and complete the following fields.
 - a. **CIP:** Enter the 6-digit CIP code and select the corresponding CIP area from the dropdown menu.
 - b. **Select Institution:** Select institution from the dropdown menu. The menu is auto populated per institution.
 - c. **Select Locations:** Select locations from dropdown menu. The menu is auto populated per institution.
 - d. **Degree/Award Level:** Elect degree award level from the dropdown menu.
 - e. **Delivery Mode:** Check the box corresponding to the delivery mode
 - i. On Campus Only
 - ii. Online Only
 - iii. On Campus & Online
 - f. **Nature of Online Program:** Check the box corresponding to the delivery mode
 - i. None
 - ii. 100% Online
 - iii. Blended
 - g. **Credit Requirement Minimum:** Enter minimum credits
 - h. **Credit Requirement Maximum:** Enter maximum credits
 - i. **Support Documentation:** Upload the Program Proposal Application
 - i. The proposal packets are available on the CHE [Academic Degree Programs page](#).
 1. Academic Degree Program Application Packet
 2. Certain Credit-Bearing Certificate Programs Application Packet
 - j. **Please provide any additional information necessary to process your request:** Please share a list of the institutional representatives including their emails and college/department/unit appointments.

New Staff Action Request



Program Name *

Program Name

CIP Code *

Select...

Select Institution *

Purdue University-Northwest

Select Locations *

Select...

Degree/Award Level *

Select...

Delivery Mode *

On Campus Only Online Only On Campus & Online

Nature of Online Program *

None 100% Online Blended

Credit Requirement Minimum

Minimum Credits

Credit Requirement Maximum

Maximum Credits

Support Documentation

 Upload

Please provide any additional information necessary to process your request.

Place Comments Here

Figure 3: New Program Request pop-up menu

1. Select “Submit”
2. The program application will be reviewed by Academic Affairs staff. More details are in the [Program Change Request Tracking](#) section.

Request change to an EXISTING program - Routine Staff Action Requests

Instructions:

1. Select “Request change to an EXISTING program”
2. **Select Institution:** Select the institution at which a program change is being made from the dropdown menu. The institution and locations are auto populated in the dropdown menu.
3. **Select Program:** Once the institution selection has been made, search for the program by typing in the dropdown menu. Programs can be searched for by typing the Program ID or the Degree Title.

The screenshot shows a web form titled "New Staff Action Request" with a close button (X) in the top right corner. Below the title, there are two dropdown menus. The first is labeled "Select Institution *" and has "Purdue University-West Lafayette" selected. The second is labeled "Select Program *" and has "Nutrition" entered in the search field. Below the search field, a list of program options is displayed: "10118 - B.S. in Nutrition, Fitness and Health", "10122 - M.S. in Nutrition Science", "10124 - Ph.D. in Nutrition Science", and "54399 - B.S. in Nutrition Science". Below the list, there are four radio button options: "Eliminating, Suspending, or Reinstating a Certificate/Degree Program", "Splitting a Certificate/Degree Program", "Merging two Certificate/Degree Programs", and "adding Locations to a Certificate/Degree Program". At the bottom of the form, there are two buttons: "Back" (with a left arrow) and "Next" (in a dark blue box).

Figure 4: Make change to an existing program menu. Search for institution and program for which change is being requested.

4. Select the change you wish to make to the program by clicking the radio button next to the program change request. Options for changing existing programs include:

- a. Changing the name of a Certificate/Degree program
- b. Changing the number of Credit hours
- c. Changing the CIP code
- d. Adding or Eliminating Distance Education
- e. Splitting a Certificate/Degree Program
- f. Merging two Certificate/Degree programs
- g. Adding locations to a Certificate/Degree Program

New Staff Action Request ✕

Select Institution ^{*}

Purdue University-West Lafayette ▼

Select Program ^{*}

10118 - B.S. in Nutrition, Fitness and Health ▼

- Changing the name of a Certificate/Degree program
- Changing the number of credit hours
- Changing the CIP Code
- Adding or Eliminating Distance Education
- Eliminating, Suspending, or Reinstating a Certificate/Degree Program
- Splitting a Certificate/Degree Program
- Merging two Certificate/Degree Programs
- adding Locations to a Certificate/Degree Program

← Back Next

Figure 5: Program change request options

Changing the name of a Certificate/Degree program

Select “Changing the name of a Certificate/Degree program” radio button on the menu when changing the name of a program. This can also be used if the type of degree changes, such as from an A.S. to an A.A.S. or a B.A. to a B.F.A. However, this cannot be used to change the degree level such as from an A.S. to B.S.

Select Institution *

Purdue University-West Lafayette

Select Program *

10118 - B.S. in Nutrition, Fitness and Health

- Changing the name of a Certificate/Degree program
- Changing the number of credit hours
- Changing the CIP Code
- Adding or Eliminating Distance Education
- Eliminating, Suspending, or Reinstating a Certificate/Degree Program
- Splitting a Certificate/Degree Program
- Merging two Certificate/Degree Programs
- adding Locations to a Certificate/Degree Program

1. Select the radio button next to “Changing the name of a Certificate/Degree Program”
2. Select “Next” to advance to the next screen.
3. **Program Name:** The current program name listed in the API will be auto-populated in the program name field. Change the program name field to the requested program name.
4. **Support Documentation:** Upload any supporting documentation for the change
5. **Please provide any additional information necessary to process your request:** Enter details for the reason for the change. Specify if the change corresponds to a statutory requirement (e.g. HEA 1001 Voluntary Early Action).
6. Select “Submit”
7. The program change will be reviewed by Academic Affairs staff. More details are in the [Program Change Request Tracking](#) section.

Degree Name Change Example:

This routine staff action request is executing a HEA1001 Voluntary Early Action - Name change corresponding with merger of the B.S. in Nutrition, Fitness and Health (Program ID: XXXXX), into B.S. in Nutrition (Program ID: XXXXX) the name will be changed to "B.S. Nutrition and Health ".

New Staff Action Request



Institution

Purdue University-West Lafayette



Program Name

B.S. Nutrition and Health

Support Documentation

 Upload

Please provide any additional information necessary to process your request.

This routine staff action request is executing a HEA1001 Voluntary Early Action - Name change corresponding with merger of the B.S. in Nutrition, Fitness and Health (Program ID: XXXXX), into B.S. in Nutrition (Program ID: XXXXX) the name will be changed to "B.S. Nutrition and Health ".

 Back

Submit

Figure 6: Degree Name Change Example

Degree Type Example

This routine staff action request is executing a HEA1001 Voluntary Early Action- Name change corresponding with merger of B.A. in Nutrition (Program ID: XXXXX) into B.S. in Nutrition, Fitness, and Health (Program ID: XXXXX), The name will be changed to **B.A./B.S.** in Nutrition, Fitness, and Health.

New Staff Action Request



Institution

Purdue University-West Lafayette

Program Name

B.A./B.S. in Nutrition, Fitness, and Health

Support Documentation

 Upload

Please provide any additional information necessary to process your request.

This routine staff action request is executing a HEA1001 Voluntary Early Action- Name change corresponding with merger of B.A. in Nutrition (Program ID: XXXXX) into B.S. in Nutrition, Fitness, and Health (Program ID: XXXXX), The name will be changed to B.A./B.S. in Nutrition, Fitness, and Health.

 Back

Submit

Figure 7: Degree Type Change Example

Changing the number of credit hours

Select “Changing the number of credit hours” radio button from the menu when the credit hours of a degree program are changing. If the credit hours exceed the statutory standard for the degree program, the change will need to be justified ([IC 21-18-9-8\(d\)](#). 120 hours for a baccalaureate program and 60 hours for a master’s program). This is not to be used to change the level of the degree program.

Select Institution *

Purdue University-Northwest

Select Program *

59242 - B.S. in Mechanical Engineering

- Changing the name of a Certificate/Degree program
- Changing the number of credit hours
- Changing the CIP Code
- Adding or Eliminating Distance Education
- Eliminating, Suspending, or Reinstating a Certificate/Degree Program
- Splitting a Certificate/Degree Program
- Merging two Certificate/Degree Programs
- adding Locations to a Certificate/Degree Program

[← Back](#) [Next](#)

Figure 8: Select Changing the Number of Credit hours for an existing program

1. Select the radio button next to “Changing the number of credit hours”
2. Select “Next” to advance to the next screen.
3. The current minimum and maximum credit hours listed in the API for the program will be displayed on the next screen.
4. **Credit Requirement Minimum:** Enter the new minimum credit hours for the program
5. **Credit Requirement Maximum:** Enter the new maximum credit hours for the program
6. **Support Documentation:** Upload any supporting documentation for the change
7. **Please provide any additional information necessary to process your request:** enter details for the reason for the change. Specify if the change corresponds to a statutory requirement (e.g. HEA 1001 Voluntary Early Action).
8. Select “Submit”

9. The program change will be reviewed by Academic Affairs staff. More details are in the [Program Change Request Tracking](#) section.

Credit Hours Example

Additional information example: Additional coursework required by ABET to add an additional course in engineering ethics increase the credits for the program from 122 to 125 credits.

Institution

Purdue University-Northwest

Program Name

B.S. in Mechanical Engineering

Credit Requirement Minimum

125

Credit Requirement Maximum

125

Support Documentation

[Upload](#)

Please provide any additional information necessary to process your request.

Additional coursework required by ABET to add an additional course in engineering ethics increase the credits for the program from 122 to 125 credits.

[← Back](#) [Submit](#)

Figure 9: Credit hour increase example

Changing the CIP code

Select “Changing the CIP Code” radio button from the menu when changing the Classification of Instruction Programs (CIP) Code of an existing degree program.

For any CIP code change, specify if the change corresponds to a statutory requirement (e.g. HEA 1001 Voluntary Early Action).

The screenshot shows a web form titled "New Staff Action Request" with a close button (X) in the top right corner. Below the title, there are two dropdown menus. The first is labeled "Select Institution *" and contains the text "Purdue University-Northwest". The second is labeled "Select Program *" and contains the text "59242 - B.S. in Mechanical Engineering". Below these dropdowns is a list of radio button options. The option "Changing the CIP Code" is selected, indicated by a green dot. The other options are: "Changing the name of a Certificate/Degree program", "Changing the number of credit hours", "Adding or Eliminating Distance Education", "Eliminating, Suspending, or Reinstating a Certificate/Degree Program", "Splitting a Certificate/Degree Program", "Merging two Certificate/Degree Programs", and "adding Locations to a Certificate/Degree Program". At the bottom right of the form, there are two buttons: "Back" (with a left arrow) and "Next" (in a dark blue box).

Figure 10: Select Changing the Number of Credit hours for an existing program

1. Select the radio button next to “Changing the CIP code”
2. Select “Next” to advance to the next screen.
3. **CIP Code:** The current CIP code will be displayed on the dropdown menu. Type in the new CIP code to search for the new program CIP code.
4. **Support Documentation:** Upload any supporting documentation for the change.

5. **Please provide any additional information necessary to process your request:** enter details for the reason for the change. Specify if the change corresponds to a statutory requirement (e.g. HEA 1001 Voluntary Early Action).
6. Select “Submit”
7. The program name change will be reviewed by Academic Affairs Staff.

CIP Code Example

Changing the CIP code for B.S. in Integrated Business and Engineering

1. Select the B.S. in Integrated Business and Engineering by searching for it in the Select Program dropdown menu.
2. Select “Changing the CIP Code”
3. Select “Next”.

Select Institution *

Purdue University-West Lafayette

Select Program *

54851 - B.S. in Integrated Business and Engineering

- Changing the name of a Certificate/Degree program
- Changing the number of credit hours
- Changing the CIP Code
- Adding or Eliminating Distance Education
- Eliminating, Suspending, or Reinstating a Certificate/Degree Program
- Splitting a Certificate/Degree Program
- Merging two Certificate/Degree Programs
- adding Locations to a Certificate/Degree Program

[← Back](#) [Next](#)

Figure 11: Change CIP code example

4. The existing CIP code will appear in the dropdown under “CIP Code”.

CIP Code *

52.1301 - Management Science.

Figure 12: Current CIP code and CIP code title are listed on the program change request screen

5. Enter the new CIP code by searching via CIP name or the CIP number.

Additional information example: Changing the CIP code from 52.1301 to 52.1399 to reflect the new curricular emphasis on quantitative approaches to engineering management after faculty curriculum revision during AY 24-25.

Institution

Purdue University-West Lafayette

Program Name

B.S. in Integrated Business and Engineering

CIP Code *

52.1399 - Management Sciences and Quantitative Methods, Other.

Support Documentation

[Upload](#)

Please provide any additional information necessary to process your request.

Changing the CIP code from 52.1301 to 52.1399 to reflect the new curricular emphasis on quantitative approaches to engineering management after faculty curriculum revision during AY 24-25.

[← Back](#) [Submit](#)

Figure 13: Change the CIP Code and include reasons for the request on the second screen

8. Select “Submit”

9. The program change will be reviewed by Academic Affairs staff. More details are in the [Program Change Request Tracking](#) section.

Adding or Eliminating Distance Education

Adding or eliminating Distance Education – select this option when the program is changing education delivery modality

For any distance education change, specify if the change corresponds to a statutory requirement (e.g. HEA 1001 Voluntary Early Action)

1. **Select Institution:** Select the institution from the drop-down menu.
2. **Select Program:** Search for the program for which the distance education modality is changing by searching for the program either by name or by Program ID.
3. Select “Adding or Eliminating Distance Education”
4. Click the “Next” button to advance to the next pop-up menu.

The screenshot shows a web form titled "New Staff Action Request" with a close button (X) in the top right corner. Below the title, there are two dropdown menus. The first is labeled "Select Institution *" and has "Indiana State University" selected. The second is labeled "Select Program *" and has "12114 - M.A. in English" selected. Below these are several radio button options. The option "Adding or Eliminating Distance Education" is selected, indicated by a green dot. Other options include "Changing the name of a Certificate/Degree program", "Changing the number of credit hours", "Changing the CIP Code", "Eliminating, Suspending, or Reinstating a Certificate/Degree Program", "Splitting a Certificate/Degree Program", "Merging two Certificate/Degree Programs", and "adding Locations to a Certificate/Degree Program". At the bottom right, there are two buttons: "Back" (with a left arrow) and "Next" (in a dark blue box).

Figure 14: Menu to add or remove distance education

5. The distance education modality currently specified in the API will be displayed.
6. **Delivery Mode:** Select the check box next to the delivery mode from the options displayed on the menu:
 - a. On Campus Only
 - b. Online Only
 - c. On Campus & Online

New Staff Action Request✕

Institution

Indiana State University▼

Program Name

M.A. in English▼

Delivery Mode *

On Campus Only Online Only On Campus & Online

Nature of Online Program *

None 100% Online Blended

Support Documentation

📁 Upload

Please provide any additional information necessary to process your request.

Place Comments Here

← Back

Submit

Figure 15: Second menu for distance education changes

7. **Please provide any additional information necessary to process your request:**

Add a description of why the distance education modality is being changed.

 - a. **Additional information example:** The MA in English is being changed from on Campus only to On Campus & Online with the online offering being 100% online to better meet the needs of the working adult student population.

New Staff Action Request
✕

Institution

Indiana State University
▼

Program Name

M.A. in English
▼

Delivery Mode*

On Campus Only
 Online Only
 On Campus & Online

Nature of Online Program*

None
 100% Online
 Blended

Support Documentation

📁 Upload

Please provide any additional information necessary to process your request.

The MA in English is being changed from on Campus only to On Campus & Online with the online offering being 100% online to better meet the needs of the working adult student population.

← Back

Submit

Figure 16: Distance Education change example

10. Select “Submit”

11. The program change will be reviewed by Academic Affairs staff. More details are in the [Program Change Request Tracking](#) section.

Eliminating, Suspending, or Reinstating a Certificate/Degree Program

Eliminating Degree Program – This classification can be used to eliminate any level of degree program once all students have been given a teach-out for the program. Once a degree program has been eliminated it cannot be put back in the API without submitting a new program proposal.

Suspending Degree Program – use this classification if the program is not currently being used, but there are plans to reopen the program at a later date. Program re-instatement can be completed via a future RSA. A new degree proposal is not required.

Reinstating a currently suspended Degree Program – use this classification if the degree program has been suspended in the past and the program is being reinstated.

For any program status change, specify if the change corresponds to a statutory requirement (e.g. HEA 1001 Voluntary Early Action).

1. **Select Institution:** Select institution from the dropdown menu to which the program request is being made
2. **Select Program:** Select the program from the dropdown menu by searching for it by name or program ID.
3. Select “**Eliminating, Suspending, or Reinstating a Certificate/Degree Program**”
4. Select the “Next” button to advance to the next pop-up menu.

New Staff Action Request

Select Institution *

Indiana University-Indianapolis

Select Program *

17567 - B.A./B.S. in Geology

Changing the name of a Certificate/Degree program

Changing the number of credit hours

Changing the CIP Code

Adding or Eliminating Distance Education

Eliminating, Suspending, or Reinstating a Certificate/Degree Program

Splitting a Certificate/Degree Program

Merging two Certificate/Degree Programs

adding Locations to a Certificate/Degree Program

← Back

Next

Figure 17: Eliminating, Suspending, or Reinstating a Certificate/Degree Program for an existing program

5. The program status currently listed in the API will be displayed on the second pop-up menu. Use the dropdown menu to elect the new program status.
 - a. Active

- b. Eliminated
- c. Merged
- d. New

New Staff Action Request ✕

Institution

Indiana University-Indianapolis ▼

Program Name

B.A./B.S. in Geology

Program Status *

Suspended ▼

- Active
- Eliminated
- Merged
- New

Additional information necessary to process your request

← Back Submit

Figure 18: Second menu for program status changes

6. **Please provide any additional information necessary to process your request:**
Add a description of why the program status is being changed.
- a. **Additional information example:** Due to low enrollment, the BA/BS in Geology is being suspended for teach out. The geology minor will continue.

New Staff Action Request
✕

Institution

Indiana University-Indianapolis ▼

Program Name

B.A./B.S. in Geology

Program Status *

Suspended ▼

Support Documentation

📄 Upload

Please provide any additional information necessary to process your request.

Due to low enrollment, the BA/BS in Geology is being suspended for teach
 put. The geology minor will continue.

← Back

Submit

Figure 19: Program suspension example.

12. Select “Submit”
13. The program change will be reviewed by Academic Affairs staff. More details are in the [Program Change Request Tracking](#) section.

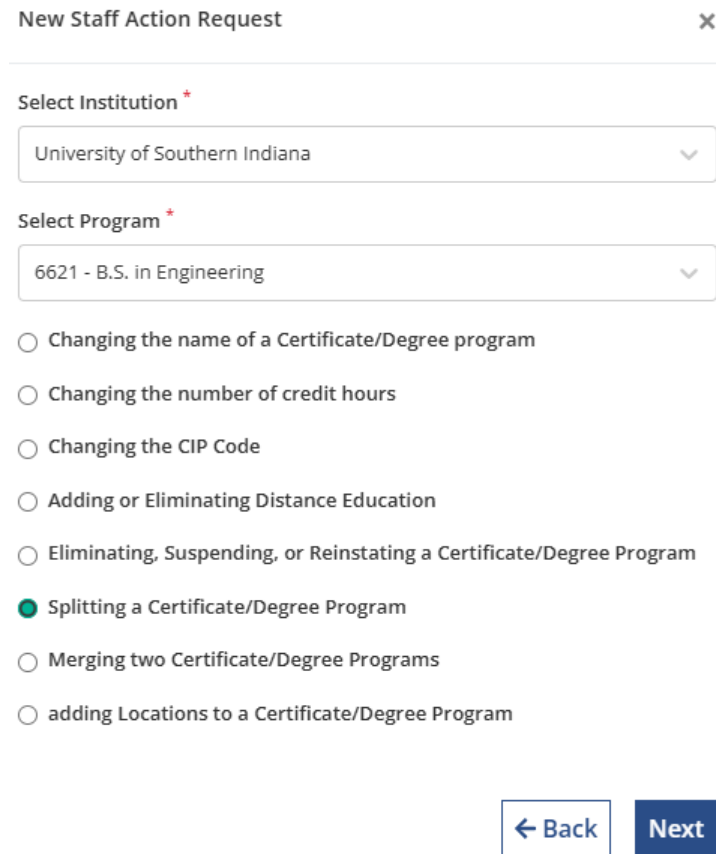
Splitting a Certificate/Degree Program

Splitting Existing Certificate/Degree Programs – a split creates two programs from an existing program.

For any program split, specify if the change corresponds to a statutory requirement (e.g. HEA 1001 Voluntary Early Action).

1. **Select Institution:** Select institution from the dropdown menu to which the program request is being made

2. **Select Program:** Select the program from the dropdown menu by searching for it by name or program ID.
3. Select **“Splitting a Certificate/Degree Program”**
4. Select the “Next” button to advance to the next pop-up menu.



New Staff Action Request X

Select Institution *

University of Southern Indiana

Select Program *

6621 - B.S. in Engineering

Changing the name of a Certificate/Degree program

Changing the number of credit hours

Changing the CIP Code

Adding or Eliminating Distance Education

Eliminating, Suspending, or Reinstating a Certificate/Degree Program

Splitting a Certificate/Degree Program

Merging two Certificate/Degree Programs

adding Locations to a Certificate/Degree Program

← Back Next

Figure 20: Request to split a program

5. The program information currently listed in the API is displayed on the second pop-up menu.
6. Select the “Add New Split” button.

New Staff Action Request
✕

Institution

University of Southern Indiana
▼

Program Name

B.S. in Engineering

CIP Code

14.0101 - Engineering, General.
▼

Delivery Mode

On Campus Only
 Online Only
 On Campus & Online

Nature of Online Program *

None
 100% Online
 Blended

Credit Requirement Minimum

127

Credit Requirement Maximum

127

Add New Split

Previous

Program 1 of 1

Next

Support Documentation

↑ Upload

Please provide any additional information necessary to process your request.

Place Comments Here

← Back

Submit

Figure 21: Second menu for program split

7. A new set of entry boxes for the program(s) to be split will be displayed. Enter the new program name, CIP code, Delivery Mode, and Min/Max Credits. Repeat any additional new programs created by the split.

8. **Please provide any additional information necessary to process your request:**
Provide an explanation for the program split, specifying the parent program and the new programs.

Example: Splitting B.S. in Engineering into B.S. in Mechanical Engineering (rename parent), B.S. in Civil Engineering (new), and B.S. in Electrical Engineering (new).

Add New Split for split programs and change existing program name and CIP code.

Institution
University of Southern Indiana

Program Name
B.S. in Mechanical Engineering

CIP Code
14.1901 - Mechanical Engineering.

Delivery Mode
 On Campus Only Online Only On Campus & Online

Nature of Online Program *
 None 100% Online Blended

Credit Requirement Minimum
127

Credit Requirement Maximum
127

[Add New Split](#) [Previous](#) Program 1 of 3 [Next](#)

Figure 22: Program Split example, change the existing B.S in Engineering to B.S. in Mechanical Engineering and update CIP code.

Institution
 University of Southern Indiana

New Program Name
 B.S. in Civil Engineering

New CIP Code
 14.0801 - Civil Engineering, General.

New Delivery Mode
 On Campus Only Online Only On Campus & Online

Nature of Online Program*
 None 100% Online Blended

New Credit Requirement Minimum
 127

New Credit Requirement Maximum
 127

Add New Split **Previous** Program 2 of 3 **Next**

Figure 23: Program Split example, Program 2 of 3, add a new split program with New Program Name, New CIP Code, New Delivery Mode, and New Credit hour Min/Max

Institution
 University of Southern Indiana

New Program Name
 B.S. in Electrical Engineering

New CIP Code
 14.4701 - Electrical and Computer Engineering.

New Delivery Mode
 On Campus Only Online Only On Campus & Online

Nature of Online Program*
 None 100% Online Blended

New Credit Requirement Minimum
 127

New Credit Requirement Maximum
 127

Add New Split **Previous** Program 3 of 3 **Next**

Figure 24: Program Split example, Program 3 of 3, add a new split program with New Program Name, New CIP Code, New Delivery Mode, and New Credit hour Min/Max

Additional information example: Splitting B.S. in Engineering (Program ID: 6621) into B.S. in Mechanical Engineering (Program ID: 6621), B.S. in Civil Engineering (Program ID: new), and B.S. in Electrical Engineering (Program ID: new).

Our data indicates that splitting the Engineering program will meet student and employer demand for specialized degree tracks in Engineering. Internal governance and the board of Trustees have approved programs in Mechanical, Civil, and Electrical Engineering.

B.S. in Engineering CIP 14.0101, Program ID: 6621, 127-127 credit hours, on campus only becomes:

B.S. in Mechanical Engineering, CIP 14.1901, Program ID: 6621, 127-127 credit hours, on campus only

And the following programs are added by the split:

B.S. in Civil Engineering, CIP 14.0801, Program ID: NEW, 127-127 credit hours, on campus only

B.S. in Electrical Engineering, CIP 14.4701, Program ID: NEW, 127-127 credit hours, on campus only

Please provide any additional information necessary to process your request.

Our data indicate that splitting the Engineering program will meet student and employer demand for specialized degree tracks in Engineering. Internal governance and the board of Trustees have approved programs in Mechanical, Civil, and Electrical Engineering.

B.S. in Engineering CIP 14.0101, Program ID: 6621, 127-127 credit hours, on campus only becomes:

B.S. in Mechanical Engineering, CIP 14.1901, Program ID: 6621, 127-127 credit hours, on campus only

And the following programs are added by the split:

B.S. in Civil Engineering, CIP 14.0801, Program ID: NEW, 127-127 credit hours, on campus only

B.S. in Electrical Engineering, CIP 14.4701, Program ID: NEW, 127-127 credit hours, on campus only

Figure 25: Additional information for program split example

14. Select “Submit”

15. The program change will be reviewed by Academic Affairs staff. More details are in the [Program Change Request Tracking](#) section.

Merging two Certificate/Degree Programs

Merging Existing Degree Programs - A **merger** is when one or more program(s) are absorbed by a pre-existing program. The pre-existing program will accommodate the absorbing programs through concentrations, tracks, or majors. The pre-existing program maintains its original start date and status. It can then have its name, CIP code, credit hours, or distance education changed, within reason.

The absorbed programs are set to MERGED¹ in the API. Programs teaching out in Merged status can still report completions to CHEDSS 2.0; it approximates a suspended status.

¹ As of 4/21/2026, ICHE staff are re-evaluating the “MERGED” status based on institutional feedback that this status does not align with institution’s data reporting fields. Staff will share an update when we have resolved this status issue.

For any program merge, specify if the change corresponds to a statutory requirement (e.g. HEA 1001 Voluntary Early Action)

1. **Select Institution:** Select institution at which the program request is being made from the dropdown menu
2. **Select Program:** Select the program that will be merged into a pre-existing program from the dropdown menu by searching for it by name or program ID.
3. Select **“Merging two Certificate/Degree Programs”**
4. Select the “Next” button to advance to the next pop-up menu.

The screenshot shows a web form titled "New Staff Action Request" with a close button (x) in the top right corner. Below the title, there are two dropdown menus. The first is labeled "Select Institution *" and has "University of Southern Indiana" selected. The second is labeled "Select Program *" and has "16856 - B.A./B.S. in Biophysics" selected. Below these are eight radio button options for the type of change. The option "Merging two Certificate/Degree Programs" is selected, indicated by a green dot. At the bottom right, there are two buttons: "← Back" and "Next".

Figure 26: Merging two Certificate/Degree programs menu

5. **Select Program to Merge Into:** Select the pre-existing program that will absorb the program by searching for it by name or program ID in the drop-down menu.
6. **Program Name:** Make any needed adjustments to the pre-existing program CIP code
7. **CIP Code:** Make any needed adjustments to the pre-existing program CIP code
8. **Delivery Mode:** Make any needed adjustments to the pre-existing program delivery mode

9. **Credit Requirement Minimum:** Make any needed adjustments to the pre-existing minimum credits
10. **Credit Requirement Minimum:** Make any needed adjustments to the pre-existing maximum credits
11. **Please provide any additional information necessary to process your request:**
Add a description of the program merger. Specify if the change corresponds to a statutory requirement (e.g. HEA 1001 Voluntary Early Action)

Additional information example: Merging B.S. in Biophysics (Program ID:) into B.S. in Physics (Program ID: 57298).

HEA 1001-2025 Pre-July 1 Commitment.

Merging B.S. in Biophysics, CIP: 26.0203 Program ID:16856, 120-120 credit hours, on Campus only, into

B.S. in Physics CIP: 40.0801, Program ID: 57298, 120-120 credit hours, On Campus and Online, Blended

Institution

University of Southern Indiana

Select Program to Merge Into *

57298 - B.A./B.S. in Physics

Program Name

B.A./B.S. in Physics

CIP Code *

40.0801 - Physics, General.

Delivery Mode *

On Campus Only Online Only On Campus & Online

Nature of Online Program *

None 100% Online Blended

Credit Requirement Minimum

120

Credit Requirement Maximum

120

Support Documentation

[Upload](#)

Please provide any additional information necessary to process your request.

HEA 1001-2025 Pre-July 1 Commitment;
Merging B.S. in Biophysics, CIP: 26.0203 Program ID:16856, 120-120 credit hours, on Campus only, into
B.S. in Physics CIP: 40.0801, Program ID: 57298, 120-120 credit hours, On Campus and Online, Blended

[← Back](#) [Submit](#)

Figure 27: Example request program merge

12. Select “Submit”

13. The program change will be reviewed by Academic Affairs staff. More details are in the [Program Change Request Tracking](#) section.

14. Repeat above steps for any additional programs that are being merged.

Adding Locations to a Certificate/Degree Program

Adding Locations – use this option when an existing program is being requested to be offered at additional locations.

1. **Select Institution:** Select institution from the dropdown menu to which the program request is being made
2. **Select Program:** Select the program that will be merged into a pre-existing program from the dropdown menu by searching for it by name or program ID.
3. Select “**adding Locations to a Certificate/Degree Program**”
4. Select the “Next” button to advance to the next pop-up menu.

The screenshot shows a web form titled "New Staff Action Request" with a close button (X) in the top right corner. Below the title, there are two dropdown menus. The first is labeled "Select Institution*" and has "Purdue University-West Lafayette" selected. The second is labeled "Select Program*" and has "16788 - B.S. in Biology" selected. Below these are eight radio button options. The last option, "adding Locations to a Certificate/Degree Program", is selected with a green dot. At the bottom right, there are two buttons: "Back" (with a left arrow) and "Next" (in a dark blue box).

Figure 28: Adding locations to a certificate/degree program change

5. The current locations for which a program is approved will be listed on the second pop-up menu.

New Staff Action Request
✕

Institution

Purdue University-West Lafayette
▼

Program Name

B.S. in Biology
▼

Select Locations To Add *

Select...
▼

Location

Purdue University-West Lafayette

Active
▼

Support Documentation

📁 Upload

Please provide any additional information necessary to process your request.

Place Comments Here

← Back

Submit

Figure 29: Second pop-up menu for adding a location offering for a program

6. **Select Locations to Add:** the locations for your institution will be populated in the drop-down menu. Select the location at which the program is being requested.
7. **Please provide any additional information necessary to process your request:** Provide details about the reason for the location change.
 - a. **Example:** Adding B.S. in Biology at Purdue University West Lafayette-Indianapolis location.

The B.S. in Biology is requested for approval at the Purdue University West Lafayette-Indianapolis location as a part of the expansion of the School of Science offerings at the Indianapolis location.

New Staff Action Request



Institution

Purdue University-West Lafayette

Program Name

B.S. in Biology

Select Locations To Add *

Select..

Location

Purdue University-Indianapolis

Pending Addition X

Purdue University-West Lafayette

Active

Support Documentation

Upload

Please provide any additional information necessary to process your request.

The B.S. in Biology is requested for approval at the Purdue University West Lafayette-Indianapolis location as a part of the expansion of the School of Science offerings at the Indianapolis location.

Back

Submit

Figure 30: Program location addition example

1. Select “Submit”
2. The program change will be reviewed by Academic Affairs staff. More details are in the [Program Change Request Tracking](#) section.

Consolidating existing programs to create a new program

A **consolidation** is the combination of two or more programs to form a new degree program. The new degree program can accommodate the consolidated programs through concentrations, tracks, or majors. The consolidated degree would be a new degree program with a new approval date created through Routine Staff Action.

The consolidated programs are set to MERGED² in the API. Programs teaching out in “merged” status can still report completions to CHEDSS 2.0; it approximates a suspended status.

For any program consolidation, specify if the change corresponds to a statutory requirement (e.g. HEA 1001 Voluntary Early Action)

1. **Select Institution:** Select institution at which the program request is being made from the dropdown menu
2. **Select Program:** Select a program that will be consolidated into a new program from the dropdown menu by searching for it by name or program ID.
3. Select “**Consolidating existing programs to create a new program**”
4. Select the “Next” button to advance to the next pop-up menu.

² As of 4/21/2026, ICHE staff are re-evaluating the “MERGED” status based on institutional feedback that this status does not align with institution’s data reporting fields. Staff will share an update when we have resolved this status issue.

New Staff Action Request: Edit Program ✕

Select Institution *

Purdue University-Fort Wayne ▼

Select Program *

12073 - B.A. in English ▼

Change Request Type

Changing the name of a Certificate/Degree program

Changing the number of credit hours

Changing the CIP Code

Adding or Eliminating Distance Education

Eliminating, Suspending, or Reinstating a Certificate/Degree Program

Splitting a Certificate/Degree program

Merging two Certificate/Degree programs

Adding Locations to a Certificate/Degree program

Consolidating existing programs to create a new program

Changing the Degree/Award Level

Figure 31: Consolidating Certificate/Degree programs menu

5. Enter details of new consolidated degree:

- a. **Program Name (Name of new Consolidated Degree)**
- b. **CIP Code:** search for CIP code by typing into the field
- c. **Select Locations:** Location is pre-populated based on institutional user setting, for users with more than one location select locations from the dropdown menu
- d. **Degree/Award Level:** Specify degree award level according to the [CHE Degree Award Level Definitions](#)
- e. **Delivery Mode:** Select program delivery mode
- f. **Credit Requirement Minimum:** Enter program credit minimum
- g. **Credit Requirement Maximum:** Enter program credit maximum

Institution

Purdue University-Fort Wayne

Select Programs to Consolidate *

19592 - B.A. in Sociology X 19465 - B.A. in Economics X
 19541 - B.A. in Political Science X 19434 - B.A. in Anthropology X X

Program Name (Name of new consolidated degree) *

B.A. in Social Sciences

CIP Code *

45.0101 - Social Sciences, General.

Select Locations *

Purdue University-Fort Wayne X

Degree/Award Level *

Bachelor's

Delivery Mode *

On Campus Only Online Only On Campus & Online

Nature of Online Program *

None 100% Online Blended

Credit Requirement Minimum

120

Credit Requirement Maximum

120

e

Figure 32: Example request program consolidation

3. Please provide any additional information necessary to process your request:

Add a description of the consolidation, noting any statutory requirements in the additional information section:

a. Example:

HEA 1001-2025 Pre-July 1 Commitment; Consolidating B.A. in Anthropology (19434), B.A. in Economics (19465), B.A. in Political Science (19541), B.A. in Sociology (19592), into B.A. in Social Sciences (B.A.) (62479), CIP 45.0101, 120 credits hours, on campus & HYBRID.

Support Documentation



Please provide any additional information necessary to process your request.

HEA 1001-2025 Pre-July 1 Commitment; Consolidating B.A. in Anthropology (19434), B.A. in Economics (19465), B.A. in Political Science (19541), B.A. in Sociology (19592), into B.A. in Social Sciences (B.A.) (62479), CIP 45.0101, 120 credits hours, on campus & HYBRID.



Figure 33: Program Consolidation details example

4. Select “Submit”
5. The program change will be reviewed by Academic Affairs staff. More details are in the [Program Change Request Tracking](#) section.

Changing the Degree/Award Level

Changing the degree/award level – select this option when the program is changing award level. Definitions of degree award levels must be specified according to the [CHE Degree Award Level Definitions](#).

1. **Select Institution:** Select the institution from the drop-down menu.
2. **Select Program:** Search for the program for which the degree/award level is changing by searching for the program either by name or by Program ID.
3. Select “Changing the Degree/Award Level”
4. Click the “Next” button to advance to the next pop-up menu.

New Staff Action Request: Edit Program ✕

Select Institution ^{*}

University of Indianapolis ▼

Select Program ^{*}

62140 - Aging Studies Undergraduate Certificate ▼

Change Request Type

- Changing the name of a Certificate/Degree program
- Changing the number of credit hours
- Changing the CIP Code
- Adding or Eliminating Distance Education
- Eliminating, Suspending, or Reinstating a Certificate/Degree Program
- Splitting a Certificate/Degree program
- Merging two Certificate/Degree programs
- Adding Locations to a Certificate/Degree program
- Consolidating existing programs to create a new program
- Changing the Degree/Award Level

← Back Next

Figure 34: Degree/Award Level Change Menu

1. **Degree/Award level:** The degree/award level currently specified in the API will be displayed in the dropdown field. Select the newly requested degree/award level from the dropdown menu.

New Staff Action Request: Edit Program x

Institution
 University of Indianapolis v

Program Name
 Aging Studies Undergraduate Certificate

Degree/Award Level *
 Award of less than 1 academic year v

Associate

Award of at least 1 but less than 2 academic years

Bachelor's

Doctoral degree-professional practice

Doctoral degree-research/scholarship

Master's

Not applicable

Post-baccalaureate certificate

Figure 35: Second menu for Degree/Award level Changes. Select new Degree/Award Level from dropdown menu

2. Please provide any additional information necessary to process your request:

Add a description of why the degree award level is being changed.

a. Additional information example:

Aging Studies Undergraduate Certificate

Change: Changing the Degree/Award Level from "Award of less than 1 academic year" to "Award of at least 1 but less than 2 academic years".

b. Additional Information:

- c.** The curriculum committee added additional coursework to the program such that it exceeds the 30-credit hour maximum for "Award of less than 1 academic year" and is now "Award of at least 1 but less than 2 academic years". A separate RSA request is being submitted to change the credit hours.

New Staff Action Request: Edit Program



Institution

University of Indianapolis

Program Name

Aging Studies Undergraduate Certificate

Degree/Award Level *

Award of at least 1 but less than 2 academic years

Support Documentation

 Upload

Please provide any additional information necessary to process your request.

The curriculum committee added additional coursework to the program such that it exceeds the 30 credit hour maximum for "Award of less than 1 academic year" and is now "Award of at least 1 but less than 2 academic years". A separate RSA request is being submitted to change the credit hours.

 Back

Submit

Figure 36: Degree/Award Level Change Request

16. Select "Submit"

17. The program change will be reviewed by Academic Affairs staff. More details are in the [Program Change Request Tracking](#) section.

Program Change Request Tracking

1. Once a program change has been submitted by an institutional user, it will advance to the “Submitted” status while it awaits initial review by Academic Affairs staff.

Awaiting Response (1) Submitted (8) Under Review (0) Approved (4) Denied (2) + New Staff Action Request

Program Name <input type="text"/> Program Name <input type="text"/> Program ID		Submitted Dates: <input type="text"/> mm/dd/yyyy to <input type="text"/> mm/dd/yyyy		Degree/Award Level <input type="text"/> Select...		Two Digit CIP <input type="text"/> Select...		Four Digit CIP <input type="text"/> Select...		Six Digit CIP <input type="text"/> Select...		Statuses To Export <input type="text"/> Select...		<input type="button" value="Reset Form"/>	
<input type="button" value="Search"/>		<input type="button" value="Search and Export to File"/>													

8/7/2025 4:44 PM	Ball State University	ID: 10482 Pre-Law [Not a Degree Program] Bachelor's	22.0001 Pre-Law Studies.	Changing the name of a Certificate/Degree program	
8/7/2025 4:45 PM	Ball State University	ID: 10482 Pre-Law [Not a Degree Program] Bachelor's	22.0001 Pre-Law Studies.	Changing the name of a Certificate/Degree program	
10/17/2025 11:29 AM	Butler University	ID: 57761 B.A./B.S. in Computer Science Bachelor's	11.0101 Computer and Information Sciences, General.	Changing the number of credit hours	
10/17/2025 11:31 AM	Butler University	ID: 57768 B.M. in Music Education & Theory Bachelor's	13.1312 Music Teacher Education.	Changing the name of a Certificate/Degree program	
11/13/2025 11:37 AM	Butler University	ID: Samba Instructor Award of less than 1 academic year	50.0399 Dance, Other.	Request a NEW program	
12/29/2025 10:14 AM	Purdue University-Fort Wayne	ID: 29536 B.A. in History Bachelor's	54.0101 History, General.	Adding or Eliminating Distance Education	

Showing rows 1 to 8 of 8 First Previous 1 Next Last

Figure 37: Program status for example program change, B.A. in History is displayed under "Submitted" status

2. Academic Affairs staff review the program request and can request any further information. If further information is requested, the program will be moved to the “Awaiting Response” status and a comment with additional program information will be added to the program request.
3. Select the “Edit” button next to the program to view the request for more information.

Awaiting Response (1) Submitted (8) Under Review (0) Approved (4) Denied (2) + New Staff Action Request

Search Program Requests

Institutions
Select...

Request Type
Select...

Program Name ID
Program Name Program ID

Submitted Dates:
mm/dd/yyyy to mm/dd/yyyy

Degree/Award Level
Select...

Two Digit CIP
Select...

Four Digit CIP
Select...

Six Digit CIP
Select...

Statuses To Export

Request a NEW program submitted 10/17/2025

Dance Instruction - Ballet
Action Required
Edit

Figure 38: Example program, Dance Instruction-Ballet, is displayed under "Awaiting Response" Status

4. The request for more information will be displayed at the bottom of the program request history. For example, a Dance Instruction-Ballet program is being requested as a Degree Level of "Award of at least 1 but less than 2 academic years", but the credits were set at Min credits: 100 and Max Credits: 150. Academic Affairs staff requested justification for the credit hours given the degree level. The institutional user can respond: "The degree level was entered in error. The program should have a degree level "Bachelor's", and the credits should be Min 120 and Max 120." Add the comment and select "Acknowledge".
5. The status will be updated to "Submitted". The status on the program will be displayed in the program request tracking as "Commission moved request to "Submitted"" and the program will be sent back to Academic Affairs staff for review.

🕒

12/29/2025 - Commission moved request to "Submitted"

The degree level was entered in error. The program should have a degree level "Bachelor's" and the credits should be Min 120 and Max 120.

Figure 39: Program Status update in Program Request history

6. Once a program is in the Submitted status, Academic Affairs staff can advance it to the "Under Review" status. When programs are in the "Under Review" status, they are awaiting approval from the Academic Affairs & Quality committee (routine staff actions and new program proposals) and/or from the Commission (new program proposals).

7. Program changes will be granted the “Approved” status after the Academic Affairs & Quality meeting at which they were approved. New programs will be granted the “Approved” status after the Commission meeting at which they were approved.

Awaiting Response (0) Submitted (9) Under Review (0) **Approved (4)** Denied (2) + New Staff Action Request

Search Program Requests

Institutions
Select...

Request Type
Select...

Program Name **ID**
 Program Name Program ID

Submitted Dates:
 mm/dd/yyyy to mm/dd/yyyy

Degree/Award Level
Select...

Two Digit CIP
Select...

Four Digit CIP
Select...

Last Updated	Institution	Program	CIP	Description	
10/16/2025 2:02 PM	Purdue University-West Lafayette	ID: 10122 M.S. in Nutrition Science dave Master's	30.1901 Nutrition Sciences.	Changing the name of a Certificate/Degree program	
10/16/2025 2:44 PM	Purdue University-West Lafayette	ID: 10475 M.S. in Consumer Science dave Master's	19.0901 Apparel and Textiles, General.	Changing the name of a Certificate/Degree program	
10/16/2025 2:46 PM	Purdue University-Polytechnic Statewide	ID: 54445 B.S. in Engineering Technology edited Bachelor's	15.0000 Engineering Technology, General.	Changing the name of a Certificate/Degree program	
10/16/2025 3:01 PM	Purdue University-Northwest	ID: Dance Instruction - Salsa Post-master's certificate	50.0399 Dance, Other.	Request a NEW program	

Showing rows 1 to 4 of 4

Figure 40: Program Status "Approved"