Approval Process for New Programs

Office of the Provost

1. Department discusses idea for new programs with the Dean of their College to determine whether the idea fits within the college's strategic plan and will move forward.
2. If moved forward from the college, the idea for the proposal will be shared with the Vice Provost for Enrollment Management, Dean of Libraries, and the Vice Provost for Online Education (for any newly proposed on-line programs) for initial feedback.
3. The home department, in collaboration with their college, completes the **Preliminary Proposal** for new degree program, using the template available at https://www.umsystem.edu/ums/aa/degrees.
   a. Work with Enrollment Management to gather information on student demand and market strategy for the new program.
   b. Use this data to answer the questions in the preliminary proposal. In addition, lightcast analysis can provide specific information related to the proposal.
4. The Dean of the College submits the preliminary proposal to the Dean of Graduate Studies, Dean of the Libraries, and Provost's Office at newdegreeprograms@mst.edu for distribution to the all-fac listserv for faculty feedback. (Proposals submitted at the end of a semester may not be distributed until one week prior to the next spring or fall semester) Provost office will distribute faulty feedback/summary to college dean and department.
5. The Dean of Graduate Studies (if appropriate) and Dean of Libraries (if appropriate) then submit their evaluations to the Provost with copies to the appropriate administrators.
6. Yes/No decision by the Provost
   a. If No, Provost returns proposal to College with an explanation for rejection.
   b. If Yes, Provost submits preliminary proposal with letters of support from Provost to UM System for review.
7. Following review by UM System, the department, in collaboration with their college, completes a full proposal. The template for the full proposal and the *pro forma* spreadsheet is available at https://www.umsystem.edu/ums/aa/degrees
8. The department or college submits the completed *pro forma* spreadsheet to the campus CFO for review and sign-off, and to the office of Enrollment Management for additional feedback.
9. The College Dean's Office coordinates with the home department and Institutional Research to obtain a CIP tracking code from the following site: https://nces.ed.gov/ipeds/cipcodes/browse.aspx?y=55
10. The home department and/or college gathers feedback and letters of support from campus leaders, employers, associations, etc. to demonstrate relevance of the degree program. Campus leaders who might provide supporting letters include the Campus Curricula Committee (CCC) Chair, the Faculty Senate President or representative, College Dean(s) or their representative(s), and the Chair(s) of the department(s) submitting the proposal.
11. After these reviews and feedback, the home department, in collaboration with the college, makes any necessary changes and resubmits the full proposal and all supporting documents to the Office of the Provost.
12. The full proposal is reviewed by the Provost and Chancellor. If accepted, the Provost and Chancellor will write the letter of approval; or if the full proposal is not approved, the proposal will be returned to the home department with rationale for rejection.
13. The Provost's Office sends the full proposal for review by UM System. The Provost's Office will work with the home department to address any comments received from the System as part of this review.

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14. Once a full proposal has incorporated all campus and system level feedback, the System will send the full proposal to the other three institutions for comments. PhD proposals are sent for external review to universities outside the System with similar programs. If appropriate, modifications to the proposal, based on other system institutions and external review, may be made to the full proposal and will have final approval by the Provost.

15. After final approval by the Provost, the home department will add the new program into CourseLeaf and submit to the CCC Secretary. The program will be reviewed under required curriculum processes for final approval by Faculty Senate.

Actionable Steps:
- o Upon Approval, DEPARTMENT and/or PROVOST will forward the proposal and CIP code to Enrollment Management and Marketing and Communications
- o Enrollment Management's Offices of Admissions and Operations add the program to the inquiry form and build marketing and outreach materials with Marketing and Communication
- o Admissions will let their staff know to begin building community awareness and provide information to prospective students
- o Marketing and Communication will begin the website build with the department
- o International Enrollment will use CIP code and program information to update the Form I-17, gain Chancellor's approval of the Form I-17, and submit to SEVP for approval for international students
- o Department will provide Admission Requirements to Enrollment Management to pre-build the application

16. UM Systems will send the final proposals the Board of Curators for consideration.

17. Proposals that are submitted 3-4 weeks before a scheduled meeting of the Board of Curators will be considered for presentation at that BOC meeting.

18. Following approval by the Board of Curators, System submits the proposal to the Missouri Department of Higher Education.

19. Once approved by MDHE, System notifies the Provost and the Provost notifies the home department.

20. Provost office will submit screening/prescreening forms to HLC review.

21. Provost office will attach the MDHE approval letter and approve the program in Courseleaf which cues the Registrar to add the program to the academic systems such as the academic catalog, Joe'SS and degree auditing system.

Actionable Steps:
- o Upon approval, DEPARTMENT and/or PROVOST will notify Enrollment Management
- o Provost Office will ensure DC forms are accurate and meet MDHE or campus requirements.
- o Registrar's Office will stand up the program in PeopleSoft
- o Offices of Admission and Operations will use CIP code and create the application for the program