Approval Process for New Programs

December 2021

1. Department discusses idea for new programs with the Dean of their College, the Vice Provost for Enrollment Management and the Vice for Corporate and Professional Education (for any newly proposed on-line programs). The discussion with the dean should include how the new program fits into the campus strategic plan. If multiple departments are involved in developing and offering the program, one department must be designated as the home department for overseeing the program.
2. The home department completes the **Preliminary Proposal** for new degree program, using the template available at https://www.umsystem.edu/ums/aa/degrees . Information received from Enrollment Management should be used to answer questions in the preliminary proposal template related to student demand and market strategy.
3. The home department submits the preliminary proposal to the Dean of their college and to the Dean of Graduate Studies (if the new program is at the graduate-level) who will consider how the program fits with the campus strategic plan. Upon receipt of the preliminary proposal, the Dean(s) will send it to the Provost's Office at newdegreeprograms@mst.edu for distribution to the all-fac listserv for faculty feedback.
4. The College Dean and the Dean of Graduate Studies (if appropriate) then submit their evaluations (including the feedback from faculty) to the Provost, with copies to the appropriate administrators.
5. Yes/No decision by the Provost
   a. If No, Provost returns proposal to the home department with an explanation for rejection
   b. If Yes, Provost submits preliminary proposal with letters of support from Provost to UM System for review.
6. Following review by UM System, the department completes a full proposal. The template for the full proposal and the *pro forma* spreadsheet are available at https://www.umsystem.edu/ums/aa/degrees
7. The department 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.
8. The 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
9. The home department 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.
10. After these reviews, the home department makes any necessary changes and resubmits the full proposal and all supporting documents to the Office of the Provost.
11. 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.
12. 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.
13. 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.
14. Proposals that generate no significant feedback from these reviews are sent to the Board of Curators for consideration.
15. 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.
16. Following approval by the Board of Curators, System submits the proposal to the Missouri Department of Higher Education.
17. Once approved by MDHE, System notifies the Provost and the Provost notifies the home department.
18. The home department will add the new program into CourseLeaf, where it will then be reviewed by the CCC and Discipline Specific Curriculum Committee.
19. After final vetting by the Faculty Senate, the program will be added to the academic portfolio by the Registrar.