

Approval Process for New Programs

March 12, 2026

Phase 1: Initial Concept and Preliminary Proposal

1. **Home department and Vice Provost & Dean Discussion (VPD):** Discuss new program in the college to ensure alignment with the college's strategic plan.
2. **Initial Feedback:** Share the idea with the following for initial feedback, student demand, and market analysis through Lightcast (Vice Provost & Deans can help with Lightcast):
 - Vice Provost for Enrollment Management (VPEM)
 - Dean of Graduate School (If Applicable)
 - Head of the Library (Identifies academic resources)
 - Vice Provost for Online Education (If Applicable)
 - Provost and VPD discuss the new program proposal for approval to move forward.
3. **Preliminary Proposal Creation**
 - After approval to move forward, the Home Department uses UM System template to create the preliminary proposal:
<https://www.umsystem.edu/ums/aa/academic-programs-and-guidelines>
 - Include market demand data (Lightcast analysis recommended)
 - VPD's Office and Department coordinate with Institutional Research to obtain a CIP tracking code from:
<https://nces.ed.gov/ipeds/cipcodes/browse.aspx?y=55>
4. **Submission & Faculty Feedback:**
 - VPD submits preliminary proposal as appropriate to VPD of Graduate School, Head of Library, Vice Provost of Online Learning and Education Innovation, and includes the Office of the Provost at
newdegreeprograms@mst.edu
 - Office of the Provost distributes to all faculty for feedback via all-faculty listserv

- Office of the Provost provides feedback summary to college VPD and department

Proposals submitted at the end of a semester may not be distributed until one week prior to the next spring or fall semester.

5. Evaluation & Decision:

- Appropriate evaluations are submitted to the Office of the Provost
- Provost makes Yes/No decision
- If Yes, Office of the Provost submits the preliminary proposal to UM System with support letters
- If No, Office of the Provost returns the preliminary proposal to the college with an explanation of rejection

6. CourseLeaf Submission:

- Concurrent with Full Proposal Development below home department submits Degree Change to CCC (Campus Curricula Committee) Secretary for review under required curriculum processes
- Reviewed and approved by Faculty Senate

Please note that the program will appear in the catalog exactly how it is submitted for approval. The CCC secretary will try to catch spelling, grammar issues prior to placing on CCC agenda.

Phase 2: Full Proposal Development After UM System Review and Approval

1. Full Proposal & Pro Forma:

- Dean and Department use UM System templates to prepare full proposal: <https://www.umsystem.edu/ums/aa/academic-programs-and-guidelines>
- Appendix A - Budget template must include all required signatures as indicated
- Appendix B – Curriculum template must be fully completed

2. Department Gathers Support Letters:

- From CCC Chair, Faculty Senate President/Rep, Dean(s), Department Chairs(s), Campus Leaders, Employers, Associations, etc.

3. Final Submission to Provost:

- Department sends final proposal and all supporting documents to Office of the Provost at newdegreeprograms@mst.edu
- Reviewed by Provost and Chancellor
- If not approved, the proposal will be returned to department with rationale for rejection
- If approved, Provost and Chancellor write a letter of approval and send to UM System

Phase 3: System & External Review

1. UM System Review:

- UM System feedback may require modifications to the submitted proposal. After UM System final approval, full proposal is sent to the three other University of Missouri institutions for comments
- PhD proposals sent to universities with similar programs outside UM System for external review
- Final System Approval to advance to BoC (Board of Curators) future meeting

Phase 4: Post-Approval Implementation

1. Internal Notifications:

- Department/Provost forwards proposal and CIP code to Enrollment Management, Registrar, Graduate School, International Student and Scholar Services, and Marketing and Communications

2. Enrollment Management/Graduate School/Systems Operations:

- Program added to inquiry forms
- Admission requirements sent to VPEM and Graduate School
- Application pre-built by Systems Operations

3. Enrollment Management Communications

- Program added to program finder
- Prospect and inquiry communications built

4. Marketing & Outreach:

- Website build begins
- Community awareness initiated

Final Approvals

1. Board of Curators (BOC):

- Proposals submitted 3–4 weeks before BOC meeting
- BOC approves and then UM System sends to Missouri Department of Higher Education and Workforce Development

2. Missouri Department of Higher Education and Workforce Development (MDHEWD):

- MDHEWD notifies the UM System upon approval. The UM System then notifies the Office of the Provost

3. Departments Notified

- Office of the Provost notifies the home department, Enrollment Management, Graduate School, International Student and Scholar Services, and Registrar of approval
- Office of the Provost will ensure that what is listed on MDHEWD and the DC form match
- Office of the Provost attaches MDHEWD approval letter and approves the program in CourseLeaf

4. Higher Learning Commission (HLC):

- Office of the Provost submits screening/prescreening forms

5. Registrar Implementation:

- Upon Office of Provost approval in CourseLeaf, Registrar then adds the program to academic systems (JoeSS, catalog, degree audit)
- PeopleSoft setup

6. International Student Approval:

- Form I-17 updated and submitted to SEVP for approval for international student admission

7. Enrollment Management/Graduate School/Systems Operations

- Application is created/made live using CIP code and program code