

Approval Process for Department Name Change

1. Department discusses idea for new programs with the Dean of their College. 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. Template available at <https://www.umsystem.edu/ums/aa/degrees>
3. The home department submits the preliminary proposal to the Dean of their college and the Dean of Graduate Studies (if graduate-level) for evaluation of fit with campus strategic plan. At the same time, the Dean(s) send the preliminary proposal to the Provost's Office for distribution on the all-fac listserv for feedback.
4. The Dean and Dean of Graduate Studies (if appropriate) submit their evaluations (including the feedback from faculty) to the Provost, copying appropriate administrators.
5. Yes/No decision by the Provost
 - a. If no, Provost returns proposal to department with rationale for rejection
 - b. If yes, Provost submits preliminary proposal with letters of support from Provost and Chancellor to UM System for review.
6. Following review by UM System, the department completed a full proposal. Template for full proposal and pro forma spreadsheet available at <https://www.umsystem.edu/ums/aa/degrees>
7. 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/cipcode/browse.aspx?y=55>
8. Full proposal is reviewed by the Provost and an ad-hoc Review Committee that consists of the Campus Curricula Committee Chair, Faculty Senate President or representative, Vice Provost & Dean(s) or their representative(s), Provost's Office representative, Department Chair(s) of the department submitting the proposal, and faculty representative(s) from the department submitting the proposal, and faculty representative(s) from external programs as needed.
9. The department makes any necessary changes and resubmits the proposal to the Office of the Provost to be submitted to the UM System.
10. Full proposal reviewed by UM System.
11. If approved by UM System, proposal requires final approval from Chancellor and Provost. Undergraduate proposals are then sent for system-wide external review. PhD proposals are sent for external review to universities outside the System with similar programs.
12. Proposals with little to no feedback are sent to the Board of Curators for consideration.
13. Proposals finalized 3-4 weeks before Board of Curators meeting will be considered for presentation at the BOC meeting.
14. Following approval by the Board of Curators, System submits proposal to the Missouri Department of Higher Education.
15. Once approved by the state, System notifies the Provost and the Provost notifies the home department.
16. The home department submits new program on a Degree Change form with the approvals to the CCC secretary for administrative revisions.

17. CCC secretary forwards certificate and approvals to the Discipline Specific Curriculum Committee of the home department for review.
18. If approved by the discipline specific curriculum committee the certificate and approvals are forwarded to the campus curriculum committee.
19. If approved by the campus curriculum committee the certificate and approvals are forwarded with recommendation for approval to the Faculty Senate.
20. Upon approval of the Faculty Senate, the Registrar's Office adds the certificate to the catalog and adds the required courses for the new undergraduate certificate into the Degree Audit System.