

MU Process for Approving New Degree Programs (4/28/15)

The process for approving new degree programs is designed to ensure that new degree programs are academically sound and economically sustainable. This process involves two documents: a 3-10 page Preliminary Proposal and a longer, more detailed Full Proposal. Detailed instructions and materials (including templates, timelines, and sample documents) are available on the UM System's website, <http://www.umsystem.edu/ums/aa/degrees-new-degree-programs>.

The process for approval often takes eighteen months or more and includes careful review at four different levels:

- Faculty and administration at the school(s) or college(s), including mandatory review by the divisional curriculum committee(s) and the appropriate dean(s). Anyone interested in proposing a new degree program should consult with the appropriate dean(s) early in this process. At the end of this stage, there should be a draft of the Preliminary Proposal, a recommendation from the appropriate curriculum committee(s), and a letter of support from the appropriate dean(s). These materials should be submitted to the Senior Associate Provost.
- Campus level review, including mandatory review by the Undergraduate Curriculum Committee and/or Graduate Faculty Senate, the Budget Office, the Provost, and the Chancellor. The Senior Associate Provost provides oversight during the campus review process. If approved by the Chancellor, the materials are forwarded to the UM System.
- UM System review. This level of review begins with the Office of Academic Affairs, which assists with the creation of the Full Proposal. If that Full Proposal is approved by the Office of Academic Affairs, the Full Proposal is then presented to the Board of Curators for approval.
- State-wide review. Proposals approved by the Board of Curators are forwarded to the Missouri Department of Higher Education (MDHE) and the Coordinating Board of Higher Education (CBHE).

This review process is necessarily collaborative in nature. Preliminary Proposals and Full Proposals are typically revised many times, based on feedback from appropriate faculty committees and campus leaders. Individuals involved with drafting a Preliminary Proposal are also strongly encouraged to consult early on in the process with appropriate dean(s) and the senior associate provost.

Note: Plans are underway to process new degree proposals through the online Curriculum Inventory Management (CIM) system.