New Degree Program Process

New Degree Programs will go through the below phases:

1. Preliminary
   - Preliminary Proposal for UMSL, UMKC

2. Conversation
   - Full Proposal for UMSL, UMKC

3. Full
   - Full Proposal

4. External Review
   - June

5. Campus Review
   - July

6. Board of Curators
   - September

7. New Program Form
   - December

8. To System
   - February

9. To MDHE
   - April

New Program Proposals, Certificates & Changes to existing programs received by UM System by the 15th of Month 1 will be processed forward to and approved by MDHE by the end of Month 2. You should receive approval notification during Month 3.
Definitions related to Program Changes, New Degree Programs and Certificates

What constitutes a "Program Change"

- Title/Nomenclature Change
- CIP Code Change
- Delete or Inactivate
- Add or Remove Options
- Change of Address

Closed Delivery Location
Combination of Programs
Certificate Program
Curriculum Change**

All Program Changes submitted with a Form PC

Title or Nomenclature Change
Title indicates the name of a program, option or certificate. Nomenclature means that there has been a change to the degree type, changing a Bachelor of Science to a Bachelor of Art for example.

CIP Code Change
CIP codes are an important way for the National Center for Education Statistics to track fields of study and program completion. A CIP Code change can arise when a different CIP better reflect the nature of the program or if a CIP code gets removed from the inventory.

Delete or Inactivate
Degree programs and certificates can be inactivated or deleted. If a degree program or certificate is put into inactive status it will be suspended for a period of time not to exceed 2 years by HLC standards and 5 years by MDHE standards. Students in the program with less than 2 years of coursework may complete the program but no more students will be admitted once the program/certificate is in inactive status. After the 5 year inactive status period is over the institution will review the program and choose to either delete or reactive, both of which require another Form PC.

One reason why a program may be put into inactive status rather than deleted is if it is a cohort and there won’t be another cohort. As long as there aren’t any substantive changes, after the inactive period the institution can reactive the program - it is not possible to resurrect a deleted program.

Add or Remove Options
Options are also referred to as Emphasis Areas. These can be added and removed to accommodate changes to the program. If more than 4-5 new courses are being created for an option it may end up that a new program is necessary. Options will ALWAYS have the same CIP Code as the program they are within.

Change of Address
This refers to a change of address for a program, not to be confused with a change in mode of program delivery which does not require MDHE review but UM System will need to be notified.
Definitions related to Program Changes, New Degree Programs and Certificates CONT’D

Closed Delivery Location
If a delivery site is closing MDHE must be notified of the new delivery location if applicable.

Combination of Programs
This would be selected if there is a mechanical combination of two previously separate programs. Any curricular changes above the elimination of duplicated requirements may be considered substantive and require further review.

Certificate Program
Undergraduate Certificates:
C0 = Single-semester Certificate, completed in less than one year.
C1 = One-year Certificate, generally completed in one year but less than two years.
C2 = Two-year Certificate, generally completed in two years but less than four years.
Graduate Certificate - GRCT, Master’s level courses, but less than a master’s degree.

Form PC may be used for a single-semester cert. that is either stand alone or part of a parent degree program. One-year certificates must be developed from an approved parent degree program provided that program is directly related to the certificate and consists predominately of courses included in the parent degree program. A one-year certificate NOT associated with an approved parent degree program will complete the new degree program form. GRCT’s greater than a single semester in length can be reviewed at the staff level, however if they are not associated with an approved parent degree they will require the new degree form.

Curriculum Changes
If a change includes substantive curriculum/program goal changes, it may be necessary to show more documentation or go through the new program process.

What is "Substantive"?
Substantive curricular changes are significant modifications to or modifications of an existing program. Examples include but are not limited to: change to overall credits or goals, deletion/replacement of courses, primary mode of delivery, the audience. A general rule of thumb is if 10% or more of the program is changing, it may be considered substantive and require a deeper review. Curricular changes required for accreditation, whether substantive or not, do not have to go through MDHE approval.

New Degree Program
New Degree programs will be submitted through what is called a "routine" review at MDHE. Prior to arriving at MDHE though, your department and campus leadership will be required to review it as will the UM System office. See the flow chart on the first page for the New Degree Program process.

For a new degree program the information required by your campus, UM System and MDHE is varied but does overlap. Once you have completed the New Degree Proposal required by UM System, filling in the fields of the New Program Form should be just a cut and paste.
HOW and WHAT to submit to UM System for MDHE approval:

How to correctly submit your changes to avoid any delays:

1. **Go to dhe.mo.gov**
   This is where you'll find all the various forms, including the most commonly used - Form PC.

2. **Fill in all required fields**
   ALL fields, including the signature line should be completed to avoid delays in processing.

3. **Save document to your computer**
   You can either fill it in directly on the website and click "save" or save first and fill it in after.

4. **Submit to UM System - Academic Affairs**
   Include any supplemental information as described in the below table.

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### What to submit under all different categories:

<table>
<thead>
<tr>
<th>Category</th>
<th>Form to Use</th>
<th>Supplimental Docs</th>
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<tbody>
<tr>
<td>Title/Nomenclature Change</td>
<td>Program Change</td>
<td>Rationale</td>
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<tr>
<td>CIP Code Change</td>
<td>Program Change</td>
<td>Rationale</td>
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<tr>
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<td>Program Change</td>
<td>Rationale</td>
</tr>
<tr>
<td>Add or Remove Options</td>
<td>Program Change</td>
<td>Before and after curriculum plus list of existing and proposed options</td>
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<tr>
<td>Change of Address</td>
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<td>New Degree Program</td>
<td>New Program Form</td>
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