**Process for Changes to Existing Academic Programs**

Each university has campus-level policies and procedures for reviewing and approving program changes. Therefore, it is always advised to communicate with your respective department-, college- and university-level academic leaders prior to initiating this process, as they may have additional requirements. The below information is specific to the Program Change (PC) Form issued by the Missouri Department of Higher Education and Workforce Development (MDHEWD)and can be foundon our webpage (<https://www.umsystem.edu/ums/aa/academic-programs-and-guidelines>). If adding/deleting 4 or more core courses in a curriculum, the overall timeline is the same, but please complete the [Substantive Curricular Change Form](https://mailmissouri.sharepoint.com/%3Aw%3A/s/AcademicAffairs-Ogrp/Eduxs5PYGZBIuTDypQpQ1pABz7pEezlWDBmrtIlcAbflIw?e=NDq5qy) in lieu of the PC Form. **The below information is specific to the system-level review process that occurs after initial campus-level approvals have been obtained. If you are unsure as to the appropriate process for your proposed change, please contact our office at** **UMAcademicAffairs@umsystem.edu****.**

**Section 1**

* Indicate the name of your institution.

**Section 2**

* Indicate the type of program change you wish to make.
	+ When **adding/deleting a certificate or emphasis that has a parent degree**, attach a copy of the curriculum before and after the proposed change. [*(Click here to see Guidelines for Submitting New Certificates.)*](https://mailmissouri.sharepoint.com/%3Aw%3A/s/AcademicAffairs-Ogrp/EQcClRomS2FCpKpKOeT1fd4BF4HQ7X-6G4kutLMewnZt1A?e=4LWvfx)
		- Deleted curriculum may be indicated by using track changes, the strikethrough ~~feature~~ or changing the font to red.
		- Added curriculum may be indicated using track changes, or by changing the font to green or blue.
	+ When **adding a certificate without a parent degree**, include a copy of the curriculum. [*(Click here to see Guidelines for Submitting New Certificates.)*](https://mailmissouri.sharepoint.com/%3Aw%3A/s/AcademicAffairs-Ogrp/EQcClRomS2FCpKpKOeT1fd4BF4HQ7X-6G4kutLMewnZt1A?e=4LWvfx)
	+ When **deactivating/deleting a program**, include a brief rationale for why the program is being discontinued (e.g., enrollment challenges, staffing changes, etc.).
		- If the program has students in it, it should be **deactivated**. Students in the program at the time it is **deactivated** have two years to complete, and no new students may be admitted. If it is inactive for 5 years, the program must either be deleted or re-activated. It can also be deleted or re-activated prior to the 5-year mark as needed.
		- Emphasis areas cannot be **deactivated** and should therefore be left in place until there is no enrollment, at which point, it can be deleted.
* When completing the table, be sure to:
* Type the **title of the program** exactly as you want to officially list it. *(For instance, Abnormal Psychology should not be listed as Ab Psych or BS in Abnormal Psychology.)*
* The **Degree/Certificate** should be indicated by initials (BA, MS, MBA, PhD, GRCT, UGCRT, etc.)
* Changes to **modalities** should relate to the parent program only. MDHE does not track the modalities of emphasis areas. The PC form should always reflect the modality of the parent degree. Definitions are as follows:
	+ Classroom – all content can be completed in-person
	+ Online – all content can be completed online
	+ Hybrid – some of the content can be completed in-person and some online.
	+ If a program can be completed fully in-person, fully online, or a mixture of the two, all three of the options above should be selected.

**Missouri Department of Higher Education & Workforce Development / Coordinating Board for Higher Education Approval.** Following the Office of Academic Affairs review, the proposal will be submitted to MDHEWD. A proposal submitted in Month A (e.g., January) will be reviewed in Month B (e.g., February), with approval typically granted on or around the first business day of Month C (e.g., March).

*Note: In addition to the steps above, each university manages its own processes and procedures for receiving approval from the Higher Learning Commission.*