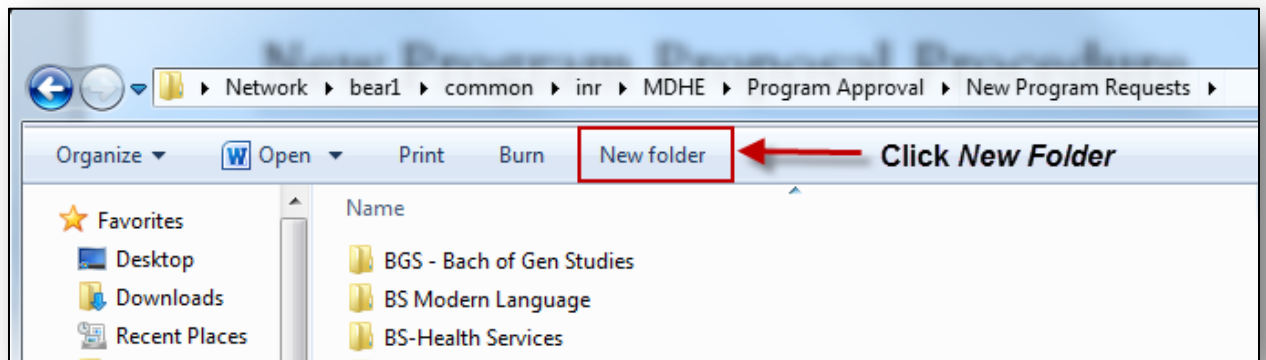


New Program Proposal Procedure

Creating a Folder

1. Open the New Program Requests folder in Bear 1: **\\bear1\common\inr\MDHE\Program Approval\New Program Requests**.
2. Create a new folder for the program proposal.



3. Name your folder like this:
Degree/Certificate Type + Program Title= BS Modern Language
4. Place all provided documentation in the new folder.

Completing the Template for MDHE Submission

Ask the department to complete the **MDHE New Program Template** on the Faculty Senate's website: <http://www.missouristate.edu/FacultySenate/160753.htm>.

New Program MDHE Template

New graduate programs, new undergraduate majors, and certificate programs involving more than 18 credit hours require approval by the CBHE as well as approval through the Missouri State curricular process. CBHE applications for such programs are processed through the Office of Institutional Research.

All proposals for new programs requiring CBHE approval should progress through the Missouri State curricular process accompanied by a draft of the required CBHE documentation. You must use this template; it can be submitted with proposals going through the curricular process and directly to the OIR (InstitutionalResearch@MissouriState.edu) at the same time, in order to expedite the CBHE approval process once the program is approved by Faculty Senate. The proposal sent to OIR can be electronic.

Print on white paper, front side only.

MDHE New Program Template ← **Use this form**

You need [Microsoft Word](#) to view and print this document.

If the department has completed the template:

1. Check to make sure all sections and questions have been thoroughly answered.
2. Highlight any applicable questions or sections that were not answered or fully explained.
3. If a question was not fully answered or did not provide sufficient information, write the following comment below the question (be sure to highlight the comment and place it in brackets "[]").

1. Need:

A. Student Demand:

[Please provide student demand information.]

4. Create the appendices and title page (see examples below).
 - Email the document to OIR director for review.
5. He will check the document and send it back to the department for further review or final review.

If the department has *not* completed the template:

1. Complete the template for them from the documentation they have provided. All provided documentation should be saved in the folder created for the proposal.
2. Open the template found on the Faculty Senate's website (listed above), or access the template in Bear 1: \\bear1\common\inr\MDHE\Program Approval\New Program Requests\Faculty Senate Copy New Program Requests Template MDHE.
3. Go through all provided documentation, and copy and paste information into the appropriate fields in the template.

Note: In many places in the template, it refers to specific forms (e.g. SE, CL, PS, etc.). These sections will often refer you to the forms where you can find the requested information.

4. If the provided documentation does not address or fully answer a question, highlight the question write the following comment below the question (be sure to highlight the comment and place it in brackets "[]").

1. Need:

A. Student Demand:

[Please provide student demand information.]

5. Create the appendices and title page (see examples below).
6. E-mail the document to the OIR director for review.
7. He will review the document and send it back to the department for either further review or final review.

****Note:** The table of contents (section II) is optional.

To be completed internally by OIR: completing the proposal

The following need to be added to the document before sending back to the department for final review:

1. Add a Title Page

The title page will go at the beginning of the document and contain the following information, centered on the page:

MISSOURI STATE UNIVERSITY

[Degree type] Degree in

[Name of Program]

A proposal for the Missouri State Department of Higher Education

[Date]

MISSOURI STATE UNIVERSITY

Baccalaureate Degree in

Modern Languages

A proposal for the Missouri State Department of Higher Education

10/01/2013

2. Create an Appendix

There will always be appendices at the end of the document. It will always include copies of the MDHE forms used for the document, in the order that they were used. The forms should appear *exactly* as they appear in the template, containing the same information. If a form was not provided because it was not applicable (i.e. the CL-Collaboration form), it will be omitted. A typical order of the appendices might be:

- a. SE
- b. CL
- c. PS
- d. FP
- e. PG

The appendices will also include any other provided documentation pertinent to the proposal (i.e. Letters of Support, Memorandum of Agreement, etc.).

After the department has completed its final review and sent the document back, complete the following:

- 3.** Obtain the Provost's (Dr. Einhellig's) signature on the New Program proposal form (PS form).
- 4.** Remove the sections and instructions on the template that are for internal use only, and resave as a new document.
- 5.** Send the completed document to MDHE.