

Suggested Process (Order) for Completing Information Needed by Provost for MDHEWD Application

Proposal Component	Responsible
1. Complete Degree Information	Academic Unit Leader
2. Conduct Analysis of Market Demand	Academic Unit Leader (assisted by Institutional Effectiveness)
3. Conduct Analysis of Student Demand	Academic Unit Leader (assisted by Institutional Effectiveness)
4. Complete Section on Student Preparation	Academic Faculty
5. Complete Section on Faculty Characteristics	Academic Faculty
6. Complete Section on Student and Program Outcomes	Academic Faculty
7. Complete Section on Program Accreditation	Academic Faculty
8. Complete Section on Program Structure	Academic Faculty
9. Complete Comprehensive Cost-Revenue Analysis	Academic Unit Leader, College Dean, Provost

It is recommended that these steps be completed prior to submission of the program proposal through the internal MSU curricular review and approval system.