

Curricular Action Workflow: New Interdisciplinary Program Proposal Form Guide

Step 1: Select the sponsoring department for this program under #1. Next, add the departments that will contribute 9 or more credit hours OR 30% of the total program. The sponsoring department is responsible for the administration and budget for the program.

Step 2: Provide the proposed program title and the type of program.

Only select departments with at least 9 hours or at least 30% of total program hours.

Sponsoring Department (1): (responsible for administration and budget)

(Select a department)

Sponsoring Department (2):

(Select a department)

Sponsoring Department (3): (if applicable)

(Select a department)

Sponsoring Department (4): (if applicable)

(Select a department)

Proposed Program Title:

Choose One:

☐ Major (Non-

Comprehensive/Graduate
Program)

☐ Comprehensive Major

☐ Minor

☐ Undergraduate Certificate

☐ Graduate Certificate

☐ Master's Degree

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Step 3: Provide thorough explanations for all fields including and following the "General Education Courses Required". You **MUST** include the corresponding amount of credit hours for each category.

General Education Courses Required:

Total Hours:

Step 4: Attach the statement of rationale, estimated cost for the first five years, and the complete catalog description. The **PREFERRED** attachment format is a Microsoft Word document.

Please attach the following documents: (only one file may be attached for each requirement; accepts file types of PDF, DOC or DOCX)

1. Statement of Rationale: *Not Attached*

No file chosen

2. Estimated costs for first five years: *Not Attached*

No file chosen

3. Complete catalog description (including new courses and course changes pending approval):
Not Attached

No file chosen

Step 5: For new program proposals **EXCEPT** minors and certificates, attach an application to the Missouri Department of Higher Education (MDHE) Use the listed templates for this application and attach a copy **BEFORE** final submission of the proposal.

4. If proposal is for a new degree program, you must submit an application to the Missouri Department of Higher Education (MDHE).

- A. Use the templates below to create your application.
[New Undergraduate Major \(or certificate with more than 18 hours\)](#) | [New Graduate Program \(or certificate with more than 18 hours\)](#)
- B. Upload and attach the completed MDHE application. *Not Attached*

No file chosen

*If you require assistance to complete the application, contact Julie Masterson, Graduate College, 836-5335.

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Step 6: List the date that these changes were approved by the department/department faculty. Finally, save as a draft or submit for final review.

What is the date that this new program was approved by departmental or program faculty?
(MM/DD/YYYY)

No review notes have been added.

Once this form is submitted, **NO** changes can be made to the form or attachments. Please make sure that all information is thoroughly reviewed before final submission.

Please see the corresponding Curricular Action Workflow Process document to see the steps that this proposal will follow for approval and the approximate timeline for completion and implementation.