

Step 1: Select the department, provide the proposed title of the program, and choose what type of program this will be.

If the new program will include any new courses that will be **required**, select yes. Be sure to submit a corresponding New Course Proposal form at the same time. New programs will not be reviewed without corresponding New Course Proposal forms if new courses are part of the new program.

Department:

(Select a department)

Proposed Program Title:

Choose One:

☐ Non-Comprehensive Undergraduate Major
 ☐ Option

☐ Comprehensive Undergraduate Major
 ☐ Minor

☐ Graduate Program
 ☐ Certificate

(Note: If the option you need is not listed above contact curriculum@missouristate.edu)

Does this program include any new courses?
☐ No ☐ Yes (A corresponding new course form must be submitted to create each new course.)

Step 2: 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 3: 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 4: 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.

Step 5: 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.