**Program Revision Request Form**

**CHECK ONE OF THE FOLLOWING:**

[ ]  **Substantive Program Revision**

* A substantive program revision is a modification of twenty percent (20%) or more of a program’s components including, but not limited to, program length, required hours, and/or content.

[ ]  **Non-substantive Program Revision**

* A non-substantive program revision is a modification of less than twenty percent (20%) of a program’s components.

**Instructions:** Complete the following information and submit this form with all required attachments and payment of the program review fee. Incomplete proposals will be returned without review. **Complete a separate form for each program revision request.**

**Name of School DHE Code**

**Program Title**

**Name and Title of Authorizing School Official**

**Telephone / Email of Authorizing School Official**

|  |  |  |
| --- | --- | --- |
|  | **Current Program Data** | **Revised Program Data** |
| **Program Length (in weeks)** |       |       |
| **Contact/Credit Hours** |       |       |
| **Other** |       |       |
| **Curriculum Content** | *Provide a list that identifies which, if any, courses in the current program have been revised or deleted, and identifies any new courses to be included in the revised program.* |

**FEE SCHEDULE (per program)**

Substantive Change Review (Certificate) - $50

Substantive Change Review (Associate) - $100

Substantive Change Review (Bachelor and Graduate) - $250

Non-Substantive Change Review - No fee

*Please see Page 2 for a list of required attachments.*

**REQUIRED ATTACHMENTS**

**Signed letter of notification**

*The letter of notification will include basic information about the nature and scope of the program revision and the proposed date for implementation of the change. Please note the MDHE requires schools to submit a complete proposal at least 60 days prior to implementation of a proposed substantive change and at least 30 days prior to implementation of a non-substantive change.*

**Program review fee (Effective February 28, 2013)**

*Fees should be made payable to the Missouri Department of Higher Education-Proprietary. See the fee schedule for payment amount.*

**Program inventory revision form**

*The form must include: CIP Code; Program Title; Program Length; Required Number of Hours; Type of Hours; Tuition; Fees; Cost of Books and Supplies; and Outcome Award for the revised program.*

**School publication(s)**

*School publications include the school catalog/handbook or other published materials that provide information to students and prospective students about the revised program. This should include an outline of the program and descriptions of any new courses.*

**Accreditor approval**

 *In order to achieve final approval, accredited schools must provide verification from the accrediting commission that the revised program has received approval or is acknowledged as excluded from the institution’s grant of accreditation.*

**Resumes**

*If the school is unaccredited, the school must include resume information for each new instructor involved in program delivery.*

**Facilities and equipment**

*If the school is unaccredited, the school must include descriptions of additional equipment and facilities used for instructional purposes in relation to the substantive change.*

FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_\_\_\_\_\_ Date Response Mailed: \_\_\_\_\_\_\_\_\_\_

Amount Paid: \_\_\_\_\_\_\_\_\_\_ Date of Final Disposition: \_\_\_\_\_\_\_\_\_\_

Reviewer: \_\_\_\_\_\_\_\_\_\_