**New Program Request Form**

**CHECK ONE OF THE FOLLOWING:**

**[ ]  New Certificate Program**

**[ ]  New Associate Degree Program**

**[ ]  New Bachelors or Graduate Degree Program**

**Note:** A new program is an academic or vocational educational offering: (1) not previously approved by the department; (2) a current offering that will be delivered in a format not previously approved by the department; or (3) a current offering whose components, including but not limited to program length, required hours, and/or content, have been modified by fifty percent (50%) or more.

**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 new program request.**

**Name of School DHE Code**

**Program Title**

**Name and Title of Authorizing School Official**

**Telephone / Email of Authorizing School Official**

**FEE SCHEDULE (per program)**

New Program Review (Certificate) - $100

New Program Review (Associate) - $200

New Program Review (Bachelor and Graduate) - $500

*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 new program and the proposed date for implementation. Please note the MDHE requires schools to submit a complete proposal at least 90 days prior to the implementation of a proposed program.*

**Program review fee**

*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; Outcome Award.*

**School publication(s)**

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

**Accreditor approval**

 *In order to achieve final approval, accredited schools must provide verification that the new program meets the standards and criteria of the school’s accrediting commission.*

**Resumes**

*If the school is unaccredited,* ***OR*** *if the program is not in a subject area directly related to existing programs and/or the proposed program is at a level for which the school is not currently approved, the school must include resume information for each new instructor involved in program delivery.*

**Facilities and equipment**

*If the school is unaccredited,* ***OR*** *if the program is not in a subject area directly related to existing programs and/or the proposed program is at a level for which the school is not currently approved, the school must include descriptions of additional equipment and facilities used for instructional purposes.*

FOR OFFICE USE ONLY

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

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

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