## Programs

<table>
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<tr>
<th>Action</th>
<th>Resources &amp; Forms</th>
<th>Campus Approval</th>
<th>UM System Approval</th>
<th>MDHE/CBHE Approval</th>
</tr>
</thead>
</table>
| Propose New Degree Program | Pre-Proposal Template  
Program Approval Process Overview (UMKC)  
Approval Checklist (UMKC)  
New Degree Program Proposal Template  
Financial Projections Worksheet  
New Degree Samples | Dean & Provost UCC or Grad Council Deans Council | VP-Academic Affairs  
Board of Curators | MDHE Posting for Statewide review  
CBHE |
| Reactivate, Inactivate, or Delete Existing Degree Program | Program Change Form (Form PC)  
Undergraduate Program Modification Form (UMKC) | Dean & Provost UCC or Grad Council Deans Council | VP-Academic Affairs | CBHE |
| Modify Existing Degree Program Requirements (Dean, Provost, UCC Approval Only) | Program Change Form (Form PC)  
New Undergraduate Option Proposal Form (UMKC) | Dean & Provost UCC or Grad Council Deans Council | VP-Academic Affairs | CBHE |
| Modify Existing Degree Program -Add/Delete Option (Transcripted Emphasis Area) | New Undergraduate Track Proposal Form (UMKC) | Dean & Provost UCC | N/A N/A |
| Create New Minor | New Undergraduate Minor Proposal Form (UMKC) | Dean & Provost UCC Deans Council | N/A N/A |
| Create New Certificate Program | Guidelines for Undergraduate Transcripted Certificates  
Certificate Approval Process  
New Undergraduate Certificate Program Form (UMKC) Coming Soon!! | Dean & Provost UCC or Grad Council Deans Council | VP-Academic Affairs | MDHE CBHE |

## Courses

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| Create New Course | New Course Proposal Form  
Curriculum Navigator | Dean & Provost UCC or Grad Council | N/A N/A |
| Create New Course with General Education Proposal | New General Education Course Form  
Curriculum Navigator | Dean & Provost GECC UCC | N/A N/A |
| Create New Course (WI) with Writing Intensive Proposal | New Writing Intensive Course Proposal Form  
Curriculum Navigator | Dean & Provost UWRB UCC | N/A N/A |
| Inactivate or Delete Existing Course | Course Modification Form  
Curriculum Navigator | Dean & Provost UCC Grad Council | N/A N/A |
| Modify Existing Course -Substantive Changes | Course Modification Form  
Curriculum Navigator | Dean & Provost UCC Grad Council | N/A N/A |

## Catalog

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| Modify Existing Course -Non-Substantive Changes | Course Catalog Modification Form  
Curriculum Navigator | Dean & Provost | N/A N/A |
| New Course Subject | New Course Subject Request Form | Dean & Provost UCC | N/A N/A |

1. Follow unit specific established policies and procedures prior to Dean’s Office approval; all approval processes end with the Registrar’s Office.
2. Reactivate course; Modify Subject, Catalog Number, Course Title or Catalog Description (with content change), Credit hours, Prerequisites, Co-requisites, Restrictions, Course Format, Course Attributes
3. Course Title or Catalog Description-minor word change without content change; Semester Offered; Grading Basis; Add Cross Listings