

# Academic Program Approval Policy

- Keywords: Program approval, program edits
- Policy Number: KC-ACA-3220-1
- Originally Issued: Spring 19
- Revised: Fall 2022
- Effective Catalog Cycle: NA
- Approved by: Provost
- Executive Sponsor: Provost
- Responsible Office: Associate Vice Provost for Academic Innovation and Vice Provost for Curriculum and Assessment

## Policy Statement

UMKC utilizes Leepfrog's CourseLeaf CIM programs platform to manage the program proposal, revision, and approval processes.

Prior to proposing a new program, faculty must consult with the Associate Vice Provost for Academic Innovation to determine need, demand, and conduct a market analysis. Each academic unit follows the established curriculum review process for its particular unit prior to full campus review procedures (UCC or Grad Council).

Program proposals and revisions must be approved by the Dean level of the unit by December 1st of each year to allow for the possibility of publication in the next catalog cycle.

All program proposal guidelines, procedures, and deadlines will be published annually on the Provost website.

Annual administrative updates may occur in consultation with program directors based on any data update needs to CourseLeaf

and/or PeopleSoft and current priority projects as determined by the Provost and Registrar.

New programs may not be advertised until formally approved by all internal and external review entities.

For the purpose of this policy, new programs and program revisions requiring preliminary Academic Innovation Council review before campus review procedures (UCC or Grad Council) are defined below.

“New programs” are programs delivered in any modality – in-person, hybrid, or online – that have never before been offered at UMKC. New programs may include but are not limited to:

- Undergraduate majors (BA, BFA, BS, etc.)
- Undergraduate minors
- Graduate programs (MA, MS, MFA, PhD, etc.)
- Certificates (graduate or undergraduate)
- Transcribed emphasis areas
- New programs for Missouri Online (including inter-campus collaborations)

“Program revisions” include any and all proposed revisions to existing programs. All program revisions must be submitted through campus review procedures (UCC or Grad Council). Program revisions requiring preliminary AI review may include but are not limited to:

- Title changes
- CIP code changes
- Program requirement changes (including new courses of any modality) that make up at least 25% of program requirements since the last HLC review
- Retired programs (inactive status for 5 years or less) that the unit seeks to reinstate
- Modality changes or additions with no curricular changes (ex: creating a 100% online version of an existing

program)

## **Reason for Policy**

This policy was developed to codify current practice for the UMKC program approval and revision processes.

## **Who Should Read this Policy?**

All faculty, academic staff, deans, chairs and program directors.

## **Instructions Procedures and Related Information**

Review Procedure for New Programs

Timelines to Approval by Program Type

Program Proposal for Missouri Online (100% Online)

Glossary of Abbreviations

Instruction Mode Definitions

## **Contacts**

Laurie Ellinghausen, Associate Vice Provost for Academic Innovation

ellinghausenl@

Kim McNeley, Vice Provost for Curriculum and Assessment

mcneleyk@

## **Exclusions**

None

## **History & Updates**

Revised Fall 2022 to include Missouri Online information.