### Step 1
**FACULTY**
1. Develop concept
2. Complete CBHE Forms *(a)*
3. Work with AU Fiscal Officer to create budget *(b)*
4. Work with Library staff on needs
5. Department faculty approve
6. Send to AU Dean who forwards to AU Curriculum Committee

### Step 2
**DEAN**
1. Sends proposal to AU Curriculum Committee for recommendation
2. Reviews proposal & recommendations
3. If approves, sends to Provost, else returns proposal to department with comments

### Step 3
**PROVOST**
1. Sends graduate proposals to Graduate Council for review & recommendation
2. Sends UG proposals to Faculty Senate UG Curriculum Committee for review & recommendation
3. Approves & sends to Chancellor or returns to AU Dean with comments
4. Chancellor reviews & transmits to UM VP/AA

### Step 4
**UM System**
1. VP/AA reviews proposal
2. President reviews
3. Curators review
4. Proposal is forwarded to CBHE

### Step 5
**CBHE**
1. Staff reviews proposal
2. CBHE reviews
3. CBHE Commissioner notifies UM President of decision
4. UM President notifies Chancellor

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**Definitions**
- *New bachelors, masters, doctorates and graduate certificates require approval of CBHE.*
- *Options or Emphases are groupings of courses within a bachelor’s or master’s degree program.*
- *Options/Emphases appear on the student’s transcript but not on their diploma.*
- *Options/Emphases require CBHE approval. They may be included in proposals for new degree programs or they may be added to existing degree programs by filing a Program Change Form.*
- *Other groupings of courses (e.g., concentrations, minors, tracks or foci) require only Provost approval. Such groupings do not appear on the student’s transcript.*
- *Deans can authorize and issue undergraduate certificates.*

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*(a)* CBHE forms can be found at: (www.dhe.mo.gov/reviewacademicprograms.shtml)

*(b)* UMKC budget format replaces the CBHE Form FP