Processes and Timelines for New Distance/Online Programs

Only programs that are fully approved as specified on sites linked below may be offered as distance/online programs. If you are interested in developing a distance program, please verify that it is fully approved before contacting Mizzou Online. See the list of approved programs at http://catalog.missouri.edu/degreesanddegreeprograms/.

New degree program

Getting a new degree program approved is a lengthy process that requires review and approval from the MU campus, UM System and CBHE. See http://provost.missouri.edu/documents/Steps%20for%20new%20Program%20approval4-28.pdf for a description of the process.

Additional information is available at these sites:
http://www.dhe.mo.gov/academic/
http://www.umsystem.edu/media/aa/DegreeProposalProcess.pdf

New graduate certificate

The first step in developing a new graduate certificate is a conversation with the Associate Vice Chancellor for Graduate Studies. Graduate certificates require approval from the MU campus, UM System and CBHE. In addition, an application for federal financial aid eligibility must be submitted to the Department of Education to determine if the proposal accurately addresses the new federal mandates. For additional information, see http://gfs.missouri.edu/curriculum/graduate-certificates/graduate-certificate-program-proposal.php.

Adding an emphasis area

Online emphasis areas can attract new distance students to existing online programs. Emphasis areas are formally approved and transcripted. Approval from the MU campus and UM System is required. Guidelines for adding an emphasis area can be found here:
http://gfs.missouri.edu/curriculum/emphasis-area-add-change.php.

Focus areas and concentrations

Focus areas and concentrations are informal definitions used by departments to denote coursework groupings. No approval is needed beyond the department level; however, any new courses that will be offered as part of a focus area or concentration will need approval. Course approval guidelines:
http://gfs.missouri.edu/curriculum/courses/index.php;
http://registrar.missouri.edu/faculty-staff/#curriculum-management

As focus areas and concentrations are not formally recognized or transcripted, it is virtually impossible to identify and track students pursuing these courses of study. When added to an existing online program, an online focus area or

concentration can attract new distance students, but typically has less appeal than a transcripted emphasis area.

Undergraduate certificates

Dean's certificates are not transcripted; no approval is required beyond the division curriculum committee and the Dean. It is virtually impossible to identify and track students pursuing these courses of study. Online Dean's certificates have limited appeal to distance students. Any new courses that will be offered as part of a Dean's certificate will need approval. Course approval guidelines: http://registrar.missouri.edu/faculty-staff/#curriculum-management

Transcripted undergraduate certificates require approval from the MU campus. Because they must be awarded at the same time as the bachelor's degree, online undergraduate certificates have very limited appeal to distance students who are not pursuing an online degree from MU. Guidelines for undergraduate certificates: http://provost.missouri.edu/program/ug_cert.

Notification of approval

When a program is approved at the UM System or CBHE level, System Academic Affairs and MU's Provost Office notify various offices including Mizzou Online.

Launching a distance program

Following approval of the program at the appropriate level, the academic unit and Mizzou Online will sign a MOU for the program (see sample here) to delineate responsibilities of each. Mizzou Online will request the Registrar's Office to add the MZON subplan / field of study to the program information in PeopleSoft and set the "effective term." Mizzou Online will notify the academic dean, Admissions and Graduate Studies.

- For undergraduate programs, the Admissions Office will request SIS to add the option on applications.
- For graduate programs, Graduate Studies will update Apply Yourself and the Graduate Studies website.
- The academic unit will notify Mizzou Online if students need to be added to the DIST student group.