**CRITERIA FOR SUBMITTING SUBSTANTIVE CURRICULAR CHANGES TO MISSOURI DEPARTMENT OF HIGHER EDUCATION & WORKFORCE DEVELOPMENT**

* Guiding Principle: Substantive curriculum changes should be submitted to DHEWD if they require significant investment of university resources, may change the overall direction of the program from its original intent, or if the changes may impact the program’s accreditation. In general, this guiding principle should be the foundation for decisions in cases where it is not immediately clear whether a change is or is not considered a substantive curriculum change (i.e., in cases where the specific number of new courses could be open to interpretation).

* In general, proposals to create four or more new core courses for a bachelor’s, master’s, or doctoral degree should be submitted to DHEWD for approval as a substantive curricular change.
  + This criterion is focused on the creation of new content within the program. This does not include smaller changes, like the renaming or recoding of courses.
  + This applies to core coursework in the overall degree program (i.e., BS in Business Administration). It does not apply to coursework as part of an emphasis area/option (i.e., BS in Business Administration with an Emphasis in Finance). Only the addition of an entirely new emphasis area or the deletion of an existing area is submitted to DHEWD, through staff review. Changes to the name of an emphasis area are also processed through staff review. Changes to the coursework within an emphasis area need not be approved.

* The deletion of coursework and changes to general education requirements alone are not considered substantive curriculum changes for the purposes of state requirements. Of course, the deletion of a significant number of courses will likely coincide with the creation of new courses.