Proposal and payment are received by MHEC.

Proposal is reviewed for completeness.

Proposal is complete and circulation is not required. MHEC has 60 days to complete.

Decision is made and institution is notified.

If proposal is incomplete, institution is contacted. MHEC and institution work together to resolve incomplete proposal.

Proposal is complete and requires circulation. MHEC has 60 days total to complete.

**Phase One**
Proposal is circulated for 30 days. Objections and comments may be received during Phase One only.

Proposals that require circulation:
- New Academic Programs, Degrees and Stand-Alone Certificate Programs
- Substantial Modification to Existing Program

**Phase Two**
All information is reviewed over a 30 day period.

Decision is made and institution is notified.

Proposals that may not require circulation:
- Certificates within existing programs
- Non substantial modifications
- Closed site approval
- Distance Education
- Title Change
- Suspend/discontinue/reactivate programs