

Emphasis Area Approval Process

A. New Emphasis Area

1. Department proposes idea for new emphasis area with the Dean of their College to receive approval to move forward.
2. The department will need to complete the program change form:
<https://www.umsystem.edu/ums/aa/degrees>
3. The department submits a cover letter, the program change form, and emphasis proposal to the Dean of their respective College for signature approving the new emphasis area.
4. The Dean's Office coordinates with the department to obtain a CIP tracking code from the following site: <https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55>
5. After the Dean signs the proposal, it is forwarded to the "all faculty listserv". Any comments need to be taken into consideration.
6. If no objections by faculty, it is forwarded back to Dean for a decision.
7. If approved by Dean, it is forwarded to newdegreeprograms@mst.edu for review and approval of the Provost.
8. Upon Provost approval the home department is notified and requested to add the emphasis area in *CourseLeaf*.
9. The department submits the new emphasis area to the Campus Curriculum Committee Secretary on a Degree Change form via *CourseLeaf* with the proposal and approval memos as the supporting document.
10. The Campus Curriculum Committee Secretary forwards the Degree Change form, the proposal, and the approval memos to the Discipline Specific Curriculum Committee of the department for review. If approved, it is forwarded to the Campus Curriculum Committee.
11. If approved by the Campus Curriculum Committee the emphasis area and approvals are forwarded with recommendation for approval to the Faculty Senate.
12. Upon approval by Faculty Senate the Provost Office sends the packet to the UM System Academic Affairs Office so it can be processed and presented to the MDHEWD for approval.
13. UM System Academic Affairs Office notifies the Office of the Provost when the new emphasis area is approved.
14. The Office of the Provost notifies the department of MDHEWD's approval and attaches the approval certificate in *CourseLeaf*. A copy of this email is sent to the Registrar's Office. The Registrar's Office creates the degree audit for the appropriate catalog year.

B. Revised Emphasis Areas

1. **Minor Changes -- Course Number Updates/Course Title Changes/Curriculum Change for One Course Only** (*In certain cases, two courses could be considered a minor change, please contact the Office of the Provost for clarification.*)
 - a. The department submits a revised emphasis area to the Campus Curriculum Committee secretary on a Degree Change form via *CourseLeaf*.
 - b. The Campus Curriculum Committee Secretary forwards the revised emphasis area to the

- c. Discipline Specific Curriculum Committee of the department for review. If approved, it is forwarded to the Campus Curriculum Committee.
- d. The Campus Curriculum Committee reviews and upon its approval the emphasis area and approvals are forwarded with recommendations for approval to the Faculty Senate.
- e. Upon approval of the Faculty Senate, the Registrar's Office updates the degree audit accordingly.

2. Significant Changes – Emphasis Area Title Change/Modality Changes/Deletion of Emphasis Area/Curriculum Changes for Two or More Courses (*In certain cases, two courses could be considered a minor change, please contact the Office of the Provost for clarification.*) (Substantial changes are specified in the MDHEWD Program Change Form)

- a. The department submits a cover letter, a MDHEWD Program Change Form <https://www.umsystem.edu/ums/aa/degrees>, and the revised emphasis area proposal to the Vice Provost and Dean of their respective College for approval.
- b. After the Dean signs the proposal, it is forwarded to the “all faculty listserv”. Any comments need to be taken into consideration.
- c. If no objections by faculty, it is forwarded back to the Dean for a decision.
- d. If approved by the Dean and any revisions incorporated, it is forwarded to the Office of the Provost for approval.
- e. Upon Provost approval the department is notified and requested to enter the changes to the emphasis area in *CourseLeaf*.
- f. The department submits the changes to the emphasis area to the Campus Curriculum Committee Secretary on a Degree Change form via *CourseLeaf* with the proposal and approval memos as the supporting document.
- g. The Campus Curriculum Committee Secretary forwards the Degree Change form, the proposal, and the approval memos to the Discipline Specific Curriculum Committee of the respective department for review. If approved, it is forwarded to the Campus Curriculum Committee.
- h. If approved by the Campus Curriculum Committee the emphasis area changes and approvals are forwarded with recommendation for approval to the Faculty Senate.
- i. Upon approval by Faculty Senate the Provost Office sends the original packet to the UM System Academic Affairs Office so it can be processed and presented to the MDHEWD for approval.
- j. UM System Academic Affairs Office notifies the office of the Provost when the emphasis area is approved.
- k. The Office of the Provost notifies the home department of the MDHEWD's approval and attaches the approval to the emphasis area in *CourseLeaf*. A copy of this email is sent to the Registrar's Office. The Registrar's Office creates the degree audit for the appropriate catalog year.

**If necessary, HLC requirements for substantive changes will be completed/submitted by the Provost Office.