

Emphasis Area Approval Process

A. New Emphasis Area

1. The department proposes idea for new emphasis area with the Vice Provost and Dean (VPD) 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/academic-programs-and-guidelines>
3. The department submits a cover letter, the program change form, and emphasis proposal to the VPD of their respective college for approval of the new emphasis area.
4. The VPD'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 VPD signs the proposal, it is submitted to newdegreeprograms@mst.edu to be sent to the "all faculty listserv" for faculty feedback. Provost office will distribute any faculty feedback/summary to the VPD.
6. VPD will approve, or require department to address concerns, if any.
7. When approved by VPD, it is emailed to newdegreeprograms@mst.edu for review and approval of the Provost.
8. Upon Provost approval, the 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 Degree Change form, the proposal 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 to be processed and presented to the MDHEWD for approval.
13. UM System Academic Affairs office notifies the provost office when the new emphasis area is approved.
14. The provost office 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

C. 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 Provost Office for clarification.*)

- a. The home department notifies the Vice Provost and Dean (VPD) of their College of the emphasis area revision.
- b. The department submits revised emphasis area to the Campus Curriculum Committee secretary on a Degree Change form via *CourseLeaf*.
- c. The Campus Curriculum Committee Secretary forwards the revised emphasis area to the Discipline Specific Curriculum Committee of the home department for review. If approved, it is

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forwarded to the Campus Curriculum Committee.

- d. The Campus Curriculum Committee reviews and upon its approval the revised 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 Provost Office 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/academic-programs-and-guidelines>, and the revised emphasis area proposal to the Vice Provost and Dean (VPD) of their respective college for approval.
- b. After the VPD signs the proposal, it is submitted to newdegreeprograms@mst.edu to be sent to the "all faculty listserv" for faculty feedback. Provost office will distribute any faculty feedback/summary to the VPD.
- c. VPD will approve, or require department to address concerns, if any.
- d. When approved by the VPD and any revisions incorporated, it is emailed to newdegreeprograms@mst.edu for the review and approval of the Provost.
- 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 office when the emphasis area is approved.
- k. The provost office 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.