Approval Process for Emphasis Areas

March 2023

1. Department discusses idea for new emphasis area with the Dean of their College.
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 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(s) 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 forward back to Dean(s) for a decision
7. If approved by Dean(s) it is forward to newdegreeprograms@mst.edu (Sarah Johnson or Krista Chambers for questions) for review and approval of the Provost.
8. Upon approval by the Provost the proposal is sent to UM System Academic Affairs so it can be process and presented to the MDHE for approval.
9. The UM System notifies the Provost when the new emphasis area is approved by MDHE.
10. The Provost notifies the home department of the MDHE decision.
11. The department submits new emphasis area on a Degree Change form with the approvals to the CCC secretary for administrative revisions.
12. CCC secretary forwards emphasis and approvals to the Discipline Specific Curriculum Committee of the department for review.
13. If approved by the discipline specific curriculum committee the emphasis and approvals are forwarded to the campus curriculum committee.
14. If approved by the campus curriculum committee the emphasis and approvals are forwarded with recommendation for approval to the Faculty Senate.
15. Upon approval of the Faculty Senate, the Registrar’s Office adds the emphasis to the catalog and adds the required courses for the new emphasis area into the Degree Audit System.