

### Programs, Emphasis Areas, and Minors Approval Form

Please complete this form for any new approved program, emphasis area, or minor. The form should be forwarded to the Dean and then to the Office of the Provost for signatures. Return the form with signatures to **Institutional Research, Box 5167**. This form is needed to input the new codes into PeopleSoft.

Date: \_\_\_\_\_  
College Name: \_\_\_\_\_ Department Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Check one of the below:

- New program approved
- New emphasis area approved
- New minor approved

For IR office use:

**Title AND Degree** of the new program/emphasis/minor:

Which teaching sites will this new program/emphasis/minor be made available to: (check all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Hattiesburg    | <input type="checkbox"/> Meridian                       |
| <input type="checkbox"/> Gulf Park      | <input type="checkbox"/> Tupelo                         |
| <input type="checkbox"/> Stennis        | <input type="checkbox"/> Biloxi Regional Medical Center |
| <input type="checkbox"/> Jackson County | <input type="checkbox"/> Singing River Hospital System  |
| <input type="checkbox"/> GCRL           |   |

Can the degree be obtained 100% through online?	Yes	No
Is the program/emphasis a NCATE major?	Yes	No
Can the degree be obtained with at least 50% of the course work online?	Yes	No

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**Signatures for Approval**

Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Provost: \_\_\_\_\_ Date: \_\_\_\_\_

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Steps:

1. Academic Council/Graduate Council approves the program/emphasis/minor.
2. The Chair of the department completes the form and forwards it to the Dean and then to the Provost's Office.
3. The form is signed by the Provost and forwarded to Institutional Research.
4. Institutional Research will then enter the appropriate codes into PeopleSoft and email contact person.