

Change in Location of Academic Programs/Emphasis Areas

The designated location of an academic program or emphasis area is based on the teaching site where a student can earn 50% or more of their degree.

Locations are first designated when academic programs and emphasis areas are approved and the *Programs, Emphasis Areas, and Minors Approval Form* is completed. To change the location, or offer existing programs at new locations, the department chairs must complete the *Academic Program / Emphasis Area - Change in Location Approval Form*, obtain the dean's signature and forward it to the Provost for approval. The Office of the Provost will then check for any accreditation issues and forward the form to Institutional Research where the changes will be made in the *USM Academic Program Inventory by Location* log and the PeopleSoft student system.

Establishment of new teaching sites must be approved by the Provost.

Academic Program / Emphasis Area Change in Location Approval Form

Please complete this form for any changes in teaching locations of approved programs or emphasis areas. Return the form with signatures to **Institutional Research, Box 5167**. This form must be completed before changes will be made to the USM Academic Program Inventory by Location.

Date: _____
 College Name: _____ Department Name: _____
 Contact Person: _____ Phone: _____
 Email: _____

Title AND Degree of the academic program/emphasis/minor being moved:

Add a new academic program/emphasis area/minor location (check all locations that apply). Click A or B to indicate percent of program/emphasis area/minor.

A: 25-49% of Program
 B: 50%+ of Program

<p style="text-align: center;">A B</p> <p>Hattiesburg Gulf Park Stennis Jackson County GCRL</p>	<p style="text-align: center;">A B</p> <p>Meridian Biloxi Regional Medical Center Singing River Hospital System</p>
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Remove an academic program/emphasis area/minor location (check all locations that apply)

<p>Hattiesburg Gulf Park Stennis Jackson County</p>	<p>GCRL Meridian Biloxi Regional Medical Center Singing River Hospital System</p>
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Signatures for Approval

Dean: _____ Date: _____
 Associate Provost: _____ Date: _____
 Provost: _____ Date: _____

Change in Location Approval Form – This form will be used to track changes in the location of degree offerings, emphasis areas and minors at The University of Southern Mississippi.

Steps:

1. Academic Council/Graduate Council approves the change to a program/emphasis/minor.
2. The dean of the college/department chair completes the form and forwards the form to the Provost's Office.
3. The form is signed by the Provost and then forwarded to Institutional Research.
4. Institutional Research enters the appropriate codes into PeopleSoft and informs contact person.
5. Institutional Research sends a copy of the approval form to Institutional Effectiveness.