CHANGE IN LOCATION OF ACADEMIC PROGRAMS AND EMPHASIS AREAS

Policy Statement

The Office of Institutional Research must be notified of the locations of academic programs, emphasis areas, minors and certificate so information can be maintained in the PeopleSoft student/admin system and available for report processing.

Reason for Policy/Purpose

This policy is required for the effective communication of procedures necessary to change physical locations of academic programs and emphasis areas.

Who Needs to Know This Policy

Deans, chairs, program coordinators.

Website Address for this Policy

www.usm.edu/institutional-policies/policy-acaf-ir-001

Definitions

Policy/Procedures

The designated location of an academic program or emphasis area is based on the teaching site where students can earn 50% or more of their degree.
Locations are first designated when academic programs and emphasis areas are approved and the Academic Program, Emphasis Area, Minor or Certificate Processing form is completed. To change the location or offer existing programs at new locations, the department chairs must complete the Academic Program, Emphasis Area, Minor or Certificate Processing 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. In addition, the Office of the Provost must be informed of any course offering at locations that are not recognized teaching sites.

All departments must conduct assessments by site if students can earn 50% or more of their degree at a teaching site.

Review

The Director of Institutional Research is responsible for the review of this policy every four years (or whenever circumstances require immediate review).

Forms/Instructions

Academic Program, Emphasis Area, Minor or Certificate Processing form is located on the Institutional Research website under Forms and Resources. http://www.usm.edu/institutional-research

Appendices

N/A

Related Information

N/A

History

Amendments: Month, Day, Year – summary of changes

11/01/11: Formatted for Institutional Policies website.
02/18/13: Formatted for template. Minor editing throughout.
Authorization

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As the Responsible Officer, I have reviewed this policy and believe it represents the current policy.

[Signature]
Michelle Armstrong
Responsible Officer

2-22-13
Date