# Program Modification Form Instructions

I Summary

* Provide a concise summary of the proposal.

## II Endorsements and Approvals

* The Chair/Director, Other affected programs, the Dean must sign the form before it is submitted to the Faculty Senate Office. Electronic approvals are accepted.

## III Type of Program Change

### Explanation of proposed Program Modifications/Changes

* Clarity of justification (possible points to consider)
  + Objective meets identified need
  + Academic integrity
  + Administrative procedures / flow of process
  + Student perspective (academic expectations) / Advising issues
  + Appropriate language / flow in catalog
* Implication on other departments – affected department(s) must sign. Does the proposal include documentation of solutions to any conceivable issue? Is there any duplication or confusion?
* Do the modifications/changes adhere to current academic policies and procedures?  
   *Board of Regents definitions Policy 303.1 Curriculum proposals*
  + **Certificate** - Awarded upon successful completion of entry-level programs, a specialty within an occupational area, and/or upgrading skills and knowledge within an occupation. Usually, certificate programs are 30-60 semester hours in length.
  + **Major** - The specific field of concentration for the degree. A designated and coherent sequence of courses in a discipline, related disciplines, or professional area in which a student concentrates as a part of a baccalaureate degree program. The requirements of the major are usually defined by one academic department, but may be defined jointly by two or more departments in the case of an interdisciplinary major. Majors may range from 30 to 48 semester hours, half of which must be at the upper division level. Study in the major will conclude with a capstone, integrating experience in which the knowledge and skills learned in the major are applied or demonstrated. A maximum of 60 credits in the student's major may be counted toward the baccalaureate degree, except some options in Health and Human Performance and Education, majors in Computer Science, and majors in the Schools of Business Administration, Fine Arts, Forestry, Journalism, Law, and Pharmacy and Allied Health Sciences are allowed more. Students with combined majors, as opposed to two majors, are allowed to apply 75 credits in the major. [In the College of Arts and Sciences] Departments can require a maximum of 45 credits in the major. Students may take up to 60 credits in the major. The honors thesis will be included in the 60-credit maximum.
  + **Extended Major** - Where required by professional expectations or specialized accreditation standards, extended majors may be offered in undergraduate programs. The extended major may require up to 80 hours.
  + **Minor** - The supporting or complementary field undertaken along with a major for a degree. A designated and coherent sequence of courses in a discipline, related disciplines, or professional area which provides support or enhancement of a student's major in a baccalaureate program. Minors may range from 18 to 30 semester hours of credit, one-third of which must be at the upper division level.   
    A set of courses that provide students with a broad acquaintance with the field; it should not comprise a narrow specialty. Specialty minors (those focusing upon a narrow specialty with the major) and elective minors (those created by combining courses from two or more majors) are not recommended by ASCRC.
  + **Option** - One of two or more alternative tracks available to students in an associate degree, baccalaureate minor or major or graduate degree program. Each option consists of a core of required courses in the program plus required and/or elective courses in the specialty area indicated by the title of the option. The core of required courses must constitute at least one-third of the hours required for the program.

IV Catalog Copy

* Attach current catalog language with proposed changes underlined.

V Submission

* Submit approved form via email to [camie.foos@umt.edu](mailto:camie.foos@umt.edu). A paper copy is not required.

VI Departmental Summary

* This is a separate document listing all the proposals being submitted. It should include program title and proposed change and is only required if multiple proposals are being submitted.