# ACademic Request FOrm (LEVEL i AND ii) (4/16)

**Please attach/ submit additional documents as needed to fully complete each section of the form. Deadlines and instructions can be found on the Office of the Provost’s** [**curriculum website**](http://www.umt.edu/provost/faculty/curriculum/default.php)**.**

Proposals for a NEW degree or center require notification in advance of this proposal. See the Office of the Provost’s [curriculum website](http://www.umt.edu/provost/faculty/curriculum/default.php) for information.

## I. Department / program

## ii. SUMMARY of CHANGE REQUESTED

## III. Endorsements and Approvals

Requestor: Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_ xxxPhone/ Email:   
Program Chair: Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_  
Other Affected Programs:

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_

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

Graduate School Dean (If Graduate Level) Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_

Library Dean (Req. for #11 below only) Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_  
  Resources included in the proposal are sufficient to adequately support the new program’s library needs.

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

## IV. TYPE OF PROPOSAL

Any additional required forms are listed after each type of proposal and must accompany this form.

Proposals for a new degree or center require notification in advance of this proposal. See the Office of the Provost’s [curriculum website](http://www.umt.edu/provost/faculty/curriculum/default.php) for information and instructions.

Level I Proposals:

1a. Placing a program into moratorium ([Program Termination Form](http://mus.edu/che/arsa/Forms/AcademicForms.asp))

1b. Withdrawing a program from moratorium

2. Adding, retitling, terminating or revising a campus certificate of 29 credits or fewer

3. Adding a BAS/AA/AS Area of Study

4. Offering an existing program via distance or online delivery

5. Retitling an existing postsecondary educational program

6. Terminating an existing postsecondary educational program ([Program Termination Form](http://mus.edu/che/arsa/Forms/AcademicForms.asp))

7. Consolidating existing postsecondary educational programs ([BOR Curriculum Proposal Form](http://www.umt.edu/provost/faculty/curriculum/default.php))

8. Adding a new minor where there is a major or option in a major ([BOR Curriculum Proposal Form](http://www.umt.edu/provost/faculty/curriculum/default.php))

9. Revising a program substantially (e.g. changing program focus) ([BOR Curriculum Proposal Form](http://www.umt.edu/provost/faculty/curriculum/default.php))

10. Adding a temporary Certificate or AAS Degree Program *Approval limited to 2 years*

Level II Proposals:

11. Establishing a new postsecondary educational program ([Curriculum Proposal and Reviewed Intent to Plan Form](http://mus.edu/che/arsa/Forms/AcademicForms.asp))

12. Exceeding the 120 credit maximum for baccalaureate degrees *Exception to policy 301.11*

13. Forming a college, division, school, department, institute, bureau, center, station, laboratory or similar unit ([Curriculum Proposal or Center/Institute Proposal and Reviewed Intent to Plan Form](http://mus.edu/che/arsa/Forms/AcademicForms.asp))

14. Eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit.

15. Retitling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit.

## V.CIP Code (CLASSIFICAtion of instructional programs)

The BOR requires a CIP Code (Classification of Instructional Programs) for tracking and reporting of degrees. Use the [CIP Code website](https://nces.ed.gov/ipeds/cipcode/search.aspx?y=55) to identify the most applicable code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## VI. Method of delivery

Will more than 50% of the proposed program be delivered via online or distance methods?

Yes  No

## VII. CATALOG LANGUAGE

Attach the current or proposed [catalog language](http://www.umt.edu/catalog/colleges-schools-programs/default.php) with any changes clearly identified.

## ViIi. JUSTIFICATION

Provide enough information that someone without specialized knowledge can make an informed decision.

## IX. SUBMISSION

Submit a hard copy of this form with all required signatures to the Office of the Provost. Please also submit an electronic copy of this Word document, along with all other required BOR forms (in Word) to [jasminezink.laine@mso.umt.edu](mailto:jasminezink.laine@mso.umt.edu)

* After approval by the Provost, the proposal will be submitted to the Faculty Senate Office.
* After approval by the appropriate Curriculum Committee ([ASCRC](http://www.umt.edu/facultysenate/committees/ASCRC/default.aspx) or [Graduate Council](http://www.umt.edu/facultysenate/committees/grad_council/)), the full Faculty Senate must approve the proposal.
* Upon Faculty Senate approval, the Office of the Provost will submit the proposal to OCHE for the next possible OCHE/BOR meeting.
  + Note that BOR and internal UM deadlines require submission quite in advance of the BOR meeting.
* The Office of the Provost will notify the proposer once the change has been approved by OCHE/BOR.