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. 

Proposals for a NEW degree or center require notification in advance of this proposal. See the Office of the Provost's curriculum website for information.

I. DEPARTMENT / PROGRAM

Industrial Technology/ Sustainable Construction Technology

II. SUMMARY OF CHANGE REQUESTED

Name change request for the "Certificate of Applied Science in Sustainable Construction" to be changed to "Certificate of Applied Science in Carpentry."

III. ENDORSEMENTS AND APPROVALS

Requestor: John Freer  
Home/Email: 243-7668/ john.freer@mso.umt.edu  
Program Chair: Dennis Daneke

Other Affected Programs:

Dean: Clint Reading  
Graduate School Dean (If Graduate Level)

Library Dean (Req. for #11 below only)

☐ Resources included in the proposal are sufficient to adequately support the new program's library needs.

Provost:

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 for information and instructions.

Level I Proposals:

☐ 1a. Placing a program into moratorium (Program Termination Form)
☐ 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)
☐ 7. Consolidating existing postsecondary educational programs (BOR Curriculum Proposal Form)
☐ 8. Adding a new minor where there is a major or option in a major (BOR Curriculum Proposal Form)
☐ 9. Revising a program substantially (e.g. changing program focus) (BOR Curriculum Proposal Form)
☐ 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)
☐ 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)
☐ 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 to identify the most applicable code: 46.0415

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 with any changes clearly identified.

VIII. JUSTIFICATION

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

Approval of the Carpentry Program name change from “Carpentry” to “Sustainable Construction Technology” was approved in Spring of 2016. The final approval included both a name change of the AAS degree in Carpentry as well as the CAS in Carpentry. to “Sustainable Construction Technology.”
It was the original intent to change only the name of the Program and the full two year AAS degree to "Sustainable Construction Technology while still maintaining the existing one year CAS in Carpentry. No changes in curriculum are required.

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

- After approval by the Provost, the proposal will be submitted to the Faculty Senate Office.
- After approval by the appropriate Curriculum Committee (ASCRC or Graduate 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.