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.

<table>
<thead>
<tr>
<th>I. DEPARTMENT / PROGRAM</th>
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<tbody>
<tr>
<td>Liberal Studies</td>
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<tr>
<th>II. SUMMARY OF CHANGE REQUESTED</th>
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<tr>
<td>Eliminating two options in our major: 1. Asian Studies; 2. Joint option in Women's Studies and Liberal Studies</td>
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<th>III. ENDORSEMENTS AND APPROVALS</th>
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<tr>
<td>Requestor:</td>
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<td>Phone/ Email:</td>
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<td>Program Chair:</td>
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<td>Other Affected Programs: WGSS</td>
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<td>Dean:</td>
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<tr>
<td>Graduate School Dean (if Graduate Level)</td>
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<tr>
<td>Library Dean (Req. for #11 below only)</td>
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<td>□ Resources included in the proposal are sufficient to adequately support the new program's library needs.</td>
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<td>Provost:</td>
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<tr>
<th>Signature</th>
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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:

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.
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.
Montana University System
PROGRAM TERMINATION/MORATORIUM FORM

Please complete the following questionnaire prior to submission of a program for termination or placement into moratorium. Please add additional comments beneath each question where applicable.

Program Title:  Asian Studies Option and Joint Women's Studies/Liberal Studies option in the Liberal Studies major

Program is being  _____ Placed into moratorium  x  Terminated

1. Are there currently students enrolled in the program? (If yes, please answer questions a - c below.)  Y:  x  N:  ____

   a.) Have all students currently enrolled in the program been met with and informed of the impending termination/moratorium?  Y:  ____  N:  x

   It will not affect the students presently in these options as courses will still be offered to enable them to graduate.

   b.) What is the expected graduation date of all students from the program?  2018

   c.) Have course offerings been planned to allow for students in the program to complete the degree in a reasonable fashion?  Y:  x  N:  ____

2. Will any faculty layoffs or changes in working conditions occur because of the termination/moratorium? (If yes, please answer questions a - b below.)  Y:  ____  N:  x

   Y:  x  N:  ____
Montana University System
PROGRAM TERMINATION/MORATORIUM FORM

a.) Have the faculty affected by the program termination/moratorium been notified?

b.) Please describe any layoffs that will occur including the date expected? None

3. The following parties, where applicable, have been notified of the impending program termination/moratorium. (Please mark X for completed, NA for not applicable):

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<tbody>
<tr>
<td>a.) Internal Curriculum Committees</td>
<td>NA</td>
</tr>
<tr>
<td>b.) Faculty Senate</td>
<td>Yes</td>
</tr>
<tr>
<td>c.) Program Public Advisory Committee</td>
<td>NA</td>
</tr>
<tr>
<td>d.) Articulation Partners</td>
<td>NA</td>
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</table>

4. Has there been any negative feedback received from students, faculty, or other constituents regarding the impending termination/moratorium? (If yes, please explain below.)

   Y: _   N: x
PROGRAM MODIFICATION FORM (4/15)

Please attach/submit additional documents as needed to fully complete each section of the form.

I. DEPARTMENT / PROGRAM

Liberal Studies

II. SUMMARY

Eliminating two options in our major: 1. Asian Studies and 2. the joint option in Women's Studies and Liberal Studies

III. ENDORSEMENTS AND APPROVALS

Requestor: Ruth Vanita

Phone / Email: 5793; ruth.vanita@umontana.edu

Program Chair: Ruth Vanita

* Other Affected Programs: Women's Studies, Gender, and Sexuality

Dean: Christopher Comer

* Are affected because: (a) required courses incl. prerequisites or corequisites, (b) perceived overlap in content areas, or (c) cross-listing of coursework

IV. TYPE OF PROGRAM MODIFICATION

☐ Major    ☐ Minor    ☑ Option    ☐ Teaching major / minor

☐ Other, Please describe:
V. CATALOG LANGUAGE

Attach the current catalog language with the proposed changes clearly identified.

VI. JUSTIFICATION

In order to streamline and simplify our offerings, we wish to retain only two options or emphases in our major, 1. Global Humanities 2. Religion

We wish to eliminate the two other options in our major: 1. Asian Studies and 2. the joint option in Liberal Studies and Women's Studies. We have very few students opting for these.

We will continue to teach courses in Asian Studies and Women's Studies but these courses will count towards the two options that we are retaining.

VII. SUBMISSION

After all signatures have been obtained, submit original, and an electronic file to the Faculty Senate Office, UH 221. An electronic copy of the original signed form is acceptable.