

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

School of Business Administration

II. SUMMARY OF CHANGE REQUESTED

Change the name of the unit to College of Business.

III. ENDORSEMENTS AND APPROVALS

Requestor: Chris Shook, Dean

Signature Christopher Shook

Date 5/1/17

Phone/ Email: christopher.shook@business.umt.edu

Program Chair:

Signature _____ Date _____

Other Affected Programs: None

Signature _____ Date _____

Signature _____ Date _____

Dean: Chris Shook

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 Brad Edson Date 5/3/17

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.

The University of Montana's four-year and graduate business degree programs are offered by the School of Business Administration. The change in name is driven by two factors. First, "administration" is an antiquated term rooted in business disciplines initially relating to secretarial support and commerce training. Many business schools have abandoned the term as the curriculum and business practice have modernized and become more sophisticated over time. Second, many of the professional schools on campus moved to be "colleges" a number of years ago, yet the School of Business is one of the largest professional schools on campus. We periodically are asked why we are "only" a school, the perception

being that it is less prestigious than a college. The change to a College will not impact the three existing academic departments or administrative structure.

Given that many of our competitors are colleges with names not referencing "administration," the change in title will enhance our reputation. We hope this would help attract students, faculty, and donors to the College of Business at the University of Montana.

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.