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| --- | --- | --- | --- | --- | --- | --- | --- |
| Item Number: | | | | | XXX-XXXX+XXXXX | Meeting Date: |  |
| Institution: | | | | |  | CIP Code: |  |
| Program Title: | | | | |  | | |
| Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit the [Academic, Research and Student Affairs Handbook](http://mus.edu/che/arsa/AcademicAffairsHandbook.pdf). | | | | | | | |
|  | | A. Notifications: | | | | | |
| Notifications are announcements conveyed to the Board of Regents at the next regular meeting. | | | | |
|  | 1a. Placing a program into moratorium (Document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated) | | | |
|  | 1b. Withdrawing a program from moratorium | | | |
|  | 2. Intent to terminate an existing major, minor, option or certificate – Step 1 (Phase I Program Termination Checklist) | | | |
|  | 3. Campus Certificates, CAS/AAS-Adding, re-titling, terminating or revising a campus certificate of 29 credits or less | | | |
|  | 4. BAS/AA/AS Area of Study | | | |
|  | | B. Level I: | | | | | |
| Level I proposals are those that may be approved by the Commissioner of Higher Education. The approval of such proposals will be conveyed to the Board of Regents at the next regular meeting of the Board. | | | | |
|  | 1. Re-titling an existing major, minor, option or certificate | | | |
|  | 2. Adding a new minor or certificate where there is a major or an option in a major (Curriculum Proposal Form) | | | |
|  | 3. Revising a program (Curriculum Proposal Form) | | | |
|  | 4. Distance or online delivery of an existing degree or certificate program | | | |
|  | 5. Terminating an existing major, minor, option or certificate – Step 2 (Completed Program Termination Checklist) | | | |
|  | | Temporary Certificate or AAS Degree Program | | | | | |
| Approval for programs under this provision will be limited to two years. Continuation of a program beyond the two years will require the proposal to go through the normal Level II Proposal approval process. | | | | |
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|  | | C. Level I with Level II Documentation: | | | | | |
| This type of proposal may go to the Board as a Level I item if all Chief Academic Officers are in agreement. If consensus among the Chief Academic Officers is not reached, however, the item will go to the Board as a Level II request. | | | | |
|  | 1. Adding an option within an existing major or degree (Curriculum Proposal Form) | | | |
|  | 2. Consolidating existing programs and/or degrees (Curriculum Proposal Form) | | | |
|  | D. Level II: | | | | | | | |
| Level II proposals require approval of the Board of Regents. These requests will go to the Board in a two-meeting format, the first being as informational and the second as action. | | | | |
|  | **1.** **Re-titling a degree (ex. From B.A. to B.F.A)** | | | |
|  | **2.** **Adding a new minor or certificate where there is no major or option in a major** (Curriculum Proposal Form) | | | |
|  | **3.** **Establishing a new degree or adding a major or option to an existing degree** (Curriculum Proposal Form) | | | |
|  | **4.**  **Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum Proposal Form or Center Proposal Form, except when eliminating or consolidating) | | | |
|  | **5.** **Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** | | | |
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| **Specify Request:** | | | | | | | |