**SHORT TITLE OF PROPOSAL:** CHANGE course number of Independent Study in HIST, PHIL

| COURSE # | HIST 494; PHIL 494 |

**Box 1:** TYPE OF ACTION  
- ADD(NEW)  
- DEACTIVATE  
- MODIFY ☒  
- OTHER ☐  

**Box 2:** LEVEL OF ACTION  
- Non-Credit ☐  
- Undergraduate ☒  
- Graduate ☐  
- OTHER ☐  

**Box 3:** ITEM OF ACTION (check appropriate boxes)  
- Experimental Course  
- Course Title  
- Course Credits  
- Course Number  
- Course Level  
- Deactivate a Course  
- Pre & Co-Requisite  
- Course Content  
- New Course  
- Certificate Program (ug/g) exclusively within existing degree program  
- Certificate Program (ug/g) where degree programs do not exist or where courses are selected across degree programs (12 or more credits)  
- UG Concentration (exceeds 24 credit hours)  
- Masters Concentration (exceeds 12 credit hours)  
- Doctoral Concentration (exceeds 18 credit hours)  
- Program Requirements  
- Program Title  
- Off-Campus Deliver of Existing Program  
- Closed Site Program  
- Program Suspension  
- Program Termination  
- Degree Program  
- New Center  
- Other  

**Box 4:** APPROVAL SEQUENCE

<table>
<thead>
<tr>
<th>APPROVAL SIGNATURES</th>
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<td>Chair: Margaret J. Pollock</td>
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**DATE**  
- 11-1-05  
- 12-14-05  
- 12/19/05  
- 1/5/06  
- 1/10/06  

**Documents Required**

**Info Copies**

- Required only if the mission of the University is changed by the action.
1. Approval automatically lapses after two offerings unless permanently approved by Action 9
2. Codes: a) Director of Library Services (Langsdale or Law) b) College Dean c) Planning Office d) EMSA
3. Letter of Intent is required by USM at least 30 days before a full proposal can be submitted. Letter of Intent requires only the approval of the Dean and the provost and is forwarded to USM by the Office of the Provost.
4. One-page letter to include: Program title & degree/certificate to be awarded; resources requirements; need and demand; similar programs; method of instruction; and oversight and student services *
5. One-page letter with description and rational *
6. One or two-page document that describes: centrality to mission; market demand; curriculum design; adequacy of faculty resources; and assurance program will be supported with existing resources. *
7. Learning objectives, assessment strategies; fit with UB strategic plan
8. Joint Degree Program or Primary Degree Programs require submission of MOU w/ program proposal
9. Temporary suspension of program to examine future direction; time not to exceed two years. No new students admitted during suspension, but currently enrolled students must be given opportunity to satisfy degree requirements.
10. Provide:
   a. evidence that the action is consistent with UB mission and can be implemented within the existing program resources of the institution.
   b. proposed date after which no new students will be admitted into the program;
   c. accommodation of currently enrolled students in the realization of their degree objectives;
   d. treatment of all tenured and non-tenured faculty and other staff in the affected program;
   e. reallocation of funds from the budget of the affected program; and
   f. existence at other state public institutions of programs to which to redirect students who might have enrolled in the program proposed for abolition.
11. University Council review (for a recommendation to the President or back to the Provost) shall be limited to curricular or academic policy issues that may potentially affect the University’s mission and strategic planning, or have a significant impact on the generation or allocation of its financial resources.

* Required by MHEC