**ARMF –Academic Resource Management Form B** Effective Fall 2019

**Part 1:** To be completed by those wishing to make a curriculum change that will lead to a decrease in costs. Types of such curriculum changes include the following:

⃝ Warehousing of a major ⃝ Discontinuation of a major

⃝ Warehousing of a concentration ⃝ Discontinuation of a concentration

⃝ Warehousing of a certificate ⃝ Discontinuation of a certificate

⃝ Warehousing of a minor ⃝ Discontinuation of a minor

⃝ Other:

1. Please indicate which curriculum change (above) is being proposed.

2. Indicate the name of initiator of the proposal.

3. Indicate the name of major, concentration, certificate, minor, or other professional/academic credential.

4. Indicate the target date for implementation.

5. Briefly explain the rationale for this initiative. Why is it being proposed? Include the UFS metrics and other relevant data, including whether it has been on a Cost Containment Plan and/or Enrollment Improvement Plan.

6. Briefly explain how the warehousing/elimination will affect other programs.

7. Identify how many current students will be affected by the warehousing/discontinuation. Briefly describe the teach-out plan.

8. Identify and consult with other departments who are involved or potentially affected by the initiative. Summarize their feedback.

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Initiator of the proposal’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

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**Part 2:** To be completed by the department chair or director of the program.

1. Provide a report of the discussions had related to the proposal within the department.
2. Provide your general assessment of proposal including any relevant information that may inform the ARMC’s deliberation.

Department Chair/Program Director’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part 3:** To be completed by the Dean. (Note: If the proposal is inter-collegial, this section should be completed by each Dean.)

1. Provide your general assessment of the proposal.

2. Are there any questions that need to be addressed?

College Dean’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Part 4:** To be completed by the Provost. Attach the recommendation of the ARMC and any other related documents/information.

Indicate Provost’s determination:

⃝ Warehouse program

⃝ Discontinue program

⃝ Retain program with Enrollment Improvement Plan

⃝ Other: