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**To:** All Faculty

**From:** ASCRC and Graduate Council

**Date:** May 3, 2018

**Re:** Deadline for Curriculum Proposals

The Faculty Senate curriculum deadline is **Friday, September 28, 2018** for the next catalog year (2019-2020).

Proposals for new degrees and centers require advance planning; please review the Curriculum Approval Process website for information and instructions. **Level I and II proposals are due to the Dean of the proposing department or program by late August and the Office of the Provost by September 14, 2018.**

**Submission:**

* E-Curr forms must be complete with all electronic approvals by the deadline.
* Level I and II changes (Academic Request Form) must be submitted to the Office of the Provost as an electronic Word file to jasminezink.laine@mso.umt.edu (signatures can be sent on paper copies).
* All other curriculum forms (program modifications, general education, writing, or service learning course forms) must be submitted as an electronic Word or PDF file via email to faculty.senate@mso.umt.edu*.* **The email message should have the department name in the subject line**for ease in tracking.
* Please submit separate files for each form with a label that accurately reflects the content of the form.
* Note the standard course description for the new catalog software CourseLeaf is:

Course number, course title, 1-3 sentence description, number of credits, repeatability (if applicable, i.e. R-9), enrollment max (if applicable), semesters offered, campus location (Missoula College, Mountain Campus), delivery method (face to face, blended, or online, if applicable),  prerequisites, grade policy if other than standard letter grade (i.e. CR/NCR).

**Signatures:**

* All submitted forms must be complete and have the department chair’s signature, as well as signature(s) of the chair(s) of any other affected programs. Faculty Senate procedure requires all curriculum changes to be approved by faculty.
* Signatures may be obtained on a paper copy which is submitted in addition to the electronic copy to theFaculty Senate Office, UH 221*.*
* Paper copies of these forms are not required if all necessary signatures have been scanned and inserted in the electronic copy.

Please see the [Procedure Update Page](http://www.umt.edu/facultysenate/procedures/ProcedureUpdate.php) for other important changes.

**The following are submitted in the fall for review.**

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| **Under Review** | **Form** | **Notes**  |
| New Courses and Changes to existing courses | [e-Curr Form](https://www.umt.edu/winapps/adminfin/eCurr) | Accessed with the proposer’s NetID. **Proposer is responsible for making sure the electronic approvals are complete by the deadline.** |
| 400 UG and 500 level co-convened Courses | [e-Curr Form](https://www.umt.edu/winapps/adminfin/eCurr) | Include appropriate [graduate increment.](https://cascade.umt.edu/renderfile/657c06720a0a0468014a4fd2aae36306/procedures/GradCouncil_300/301.30_GraduateIncrement-4-18-18..docx)  |
| New General Education Courses | [General Education Forms](http://www.umt.edu/facultysenate/committees/gened/GE%20Forms.php) (revised 5/17) Assessment questions are to comply with NWCCU Accreditation standards.  | Rolling review resumes with Historical Studies (H), Democracy and Citizenship (Y), and Cultural and International Diversity (X) |
| New Writing Courses  | [Intermediate Writing Course Form](http://www.umt.edu/facultysenate/documents/forms/IntermediateWritingForm4-16.docx) [Advanced Writing Form](http://www.umt.edu/facultysenate/documents/forms/AdvancedWritingForm4-16.docx) (revised 4/16)  | Rolling review resumes with WRIT and LIT courses |
| Changes to program requirements  | [Program Modification Form](http://www.umt.edu/facultysenate/documents/forms/FS%20Prog%20Mod%20Form_4.15.docx) | Some changes can be made during catalog review in the spring. See [Procedure 201.3.3](http://www.umt.edu/facultysenate/procedures/ASCRC_200/201.3.3_EditorialCatalogChanges2.3.15.docx) |
| Creating new, retitling, eliminating, or merging certificates, options, minors or degrees | Academic Request Form (Formerly Level 1 or Level II form) | The deadline for Provost’s Office review is **September 14**. **See instructions at** [**Provost’s Office website**](http://umt.edu/provost/faculty/curriculum/default.php) |
| New Service Learning Courses | [Service Learning Form](http://www.umt.edu/facultysenate/curriculum/forms.php) |   |
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Late proposals will not be accepted. Exceptions are considered by the committee only for extenuating circumstances See [Procedure 201.00](http://www.umt.edu/facultysenate/procedures/ASCRC_200/201%2000%20Curriculum%20Review%20Overview%205-5-16.docx). Please contact the Faculty Senate Administrative Associate Camie Foos at 243-5553 if you have any questions.