1. Departmental Discussion/planning

2. Submit one-paragraph description for academic program plan* (deadline May 2017)

3. Complete Intent to Plan Form*

4. Submit full proposal (to dean by late Aug)

5. Dean’s review & approval

6. Provost’s review & approval (to Provost by Sept 15)

7. Sent to Faculty Senate (fall deadline Sept 30)

8. ASCRC and/or Graduate Council review

9. Sent to Faculty Senate meeting for approval

10. Submitted to OCHE (Level I) or BOR (Level II)

11. After approval, put in upcoming catalog

*required only for new degrees, centers/institutes & certificates > 29 credits

See below for more specific information about each step.
Curriculum Approval Flow Chart Key

1. **Departmental Discussion/planning:**
   a. This varies among Departments/Schools/Colleges

2. **One-paragraph description for Academic program plan**
   a. If a new “postsecondary educational program” is not on this list, it will not be considered in that academic year.
   b. **Definition of postsecondary educational program** (BOR): A series of courses arranged in a scope or sequence leading to a degree, certificate, option, major, or minor where a major does not already exist.
      i. (Except certificates <29 credits)
   c. **academic program plans** are posted on OCHE’s site
   d. They are due to OCHE each year by May 15

3. **Complete Intent to Plan Form**
   a. Required for all new “postsecondary educational programs.”
   b. Submitted monthly for discussion with OCHE and CAOs
   c. CAO call to discuss and informally “approve”
   d. Office of the Provost notifies proposers of the approval, they initiate development of full proposal

4. **Submit full proposal**
   a. Departments/programs create these, get signatures from Chair & Dean and any affected programs
   b. Directions and forms on [Office of the Provost Curriculum website](#)
   c. This includes proposals such as retitling, terminations, etc. (not required to do an ITP)
   d. Proposals are of various length. Proposals for new degrees require detailed information.

5. **Dean’s review and approval**
   a. Proposals are due to the dean by late August. We’ve asked that Deans have two weeks to review.
   b. Some deans have their own internal review timeline/process, others don’t.

6. **Provost’s review and approval**
   a. After the dean approves, it is sent to the Provost’s Office for review by the Provost and Associate Provost.

7. **Sent to Faculty Senate**
   a. After the Provost approves, the documents are submitted to Faculty Senate both in paper and on Box for distribution to the appropriate faculty reviewers.

8. **ASCRC (Academic Standards and Curriculum Review Committee) or Graduate Council review**
   a. Depending on the quality of the proposal, the composition of the review committee, and other factors, this may take a couple months or several.
   b. ASCRC reviews undergraduate proposals, Grad Council reviews graduate proposals.

9. **Sent to Faculty Senate meeting for approval**
   a. Faculty Senate meets as a whole once a month, and they approve the curriculum proposals forwarded by Grad Council & ASCRC.
10. Submitted to OCHE (Level I) or BOR meeting (Level II)
   a. Once it passes Faculty Senate, Office of the Provost prepares the BOR paperwork.
      i. This requires review by the Provost and the President.
   b. For Level II proposals, March is functionally the first meeting possible for our proposals
      (November items are due in Sept, even before our Faculty Senate deadline)
   c. Montana Board of Regents academic proposal review/approval schedule

11. After approval, the degree is put into the upcoming catalog
   a. Office of the Provost notifies the proposers/Chairs/Dean, Registrar/Graduate School,
      Financial Aid, NWCCU.