

Faculty Senate

To: All Faculty
From: ASCRC and Graduate Council
Date: December 6th, 2018
Re: Deadline for Curriculum Proposals

The Faculty Senate leadership has decided to offer a spring curriculum deadline to process requests resulting from Staffing Plans. The deadline is **Friday, January 30th, 2019** for the next catalog year (2019-2020)

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).
- Program modification 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 the Faculty 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](#) for other important changes.

The following may be submitted this spring for review.

Under Review	Form	Notes
New Courses and Changes to existing courses	e-Curr Form	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	Include appropriate graduate increment .
Changes to program requirements	Program Modification Form	Some changes can be made during catalog review in the spring. See Procedure 201.3.3
Creating new, retitling, eliminating, or merging certificates, options, minors or degrees	New Academic Request Form (Formerly Level I or Level II form)	The deadline for Provost's Office review is January 23 . See instructions at Provost's Office website

Late proposals will not be accepted. Exceptions are considered by the committee only for extenuating circumstances. Please contact the Faculty Senate Administrative Associate Camie Foos at 243-5553 if you have any questions.