

**To:** All Faculty

**From:** ASCRC and Graduate Council

**Date:** August 25, 2021

**Re:** Deadline for Curriculum Proposals, Fall 2021

The Faculty Senate fall curriculum deadline is **Friday, September 24, 2021** for changes to be implemented in fall semester 2022. **The spring review is primarily for program level changes.** Course change requests must be submitted in the fall semester and approved by the first Faculty Senate meeting of the spring semester to be included in the next year’s catalog and course schedule. Requests approved by the Faculty Senate after the first spring meeting will be delayed until the following academic year and catalog. See [Effective Date of Approved Curriculum Forms (201.60)](https://www.umt.edu/faculty-senate/procedures/ascrc-procedures-201/curriculum-forms-effective-date-201.60.pdf) and [Procedure 201.00](https://www.umt.edu/faculty-senate/procedures/ascrc-procedures-201/ascrc-curriculum-review-overview-201.00.pdf) for an overview of the process.

All submitted forms must be complete with the department chair’s approval, the dean’s approval, as well as approval(s) of the chair(s) of any other affected programs. Late proposals will not be accepted.

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

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| **Type of Change** | **Form Location** | **Notes** |
| Level I and II Changes: Creating new, retitling, eliminating, or merging certificates, options, minors or degrees | [Coursedog](https://app.coursedog.com/#/login?continue=%2Fcm%2Fhome) | Requires advanced planning; Contact [Zooey Zephyr](mailto:zooey.zephyr@mso.umt.edu) to clarify the form needed for your proposal. See [Curriculum Approval Process website](https://www.umt.edu/provost/faculty/curriculum/default.php) and [Curriculum Approval Handbook](https://www.umt.edu/provost/faculty/curriculum/docs/curriculum-approval-handbook.pdf). Provost’s Office review deadline is **September 13**. Deans may set earlier deadlines for internal review. |
| New Courses, Changes to existing courses, and Course Deletions | [e-Curr Form](https://www.umt.edu/winapps/adminfin/eCurr) | Accessed with the proposer’s NetID. **Proposer responsible for making sure the electronic approvals are complete by the deadline.** Check the [CCN listing](https://ccn.mus.edu/search/) for available course numbers and potential equivalent courses. |
| New and Provisional General Education Courses | [Coursedog](https://app.coursedog.com/#/login?continue=%2Fcm%2Fhome)  Assessment questions are to comply with NWCCU Accreditation standards. | Rolling Review of Language, Language exemptions and Ethics courses are due. Provisional H, L, N, X, Y, and Math courses have assessment reports due |
| New and Provisional Writing Courses | [Coursedog](https://app.coursedog.com/#/login?continue=%2Fcm%2Fhome)  Assessment questions are to comply with NWCCU Accreditation standards. | Rolling Review of Professional Schools Writing Courses. Assessment reports due for LIT, WRIT and Fine Arts provisional courses taught last semester. |
| Changes to program requirements | [Program Modification Form](https://www.umt.edu/faculty-senate/documents/forms/FS%20Prog%20Mod%20Form_9.18.docx)  Submit an electronic Word or PDF file appropriately labeled to [Camie Foos](mailto:camie.foos@mso.umt.edu) | Some changes can be made during catalog review in the spring. See [Procedure 201.3.3](https://www.umt.edu/faculty-senate/procedures/ascrc-procedures-201/editorial-catalog-changes-policy-201.3.3.pdf) **Paper copies are not required if all necessary signatures have been scanned or inserted in the electronic copy** |
| New Service Learning Courses | [Coursedog](https://app.coursedog.com/#/login?continue=%2Fcm%2Fhome) | See [Procedure 201.85](https://www.umt.edu/faculty-senate/procedures/ascrc-procedures-201/service-learning-201.85.pdf) |
| Program Move | [Program Move Form](https://www.umt.edu/faculty-senate/documents/forms/fs-prog-move-form-8-2021.docx) and [Unit Move Impact Form](https://www.umt.edu/faculty-senate/documents/forms/unit-move-impact-form-8.25.21.xlsx) | Used to process moving a unit’s administrative structure. [See Procedure 201.73](https://www.umt.edu/faculty-senate/procedures/ascrc-procedures-201/program-move-guidelines-201.73.pdf) |

Please contact the Faculty Senate Administrative Associate [Camie Foos](mailto:camie.foos@mso.umt.edu) if you have any questions.