To: All Faculty

From: ASCRC and Graduate Council

Date: November 12, 2020

Re: Deadline for Curriculum Proposals

The Faculty Senate spring curriculum deadline is **Friday, February 5th, 2021** for the next catalog year (2021-2022).

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 Office of the Provost by January 22, 2021. Your Dean may set an earlier deadline for internal review.**

Submission:
- Electronic Curriculum forms:
    - E-Curr: new courses or changes to courses
        - Contact camie.foos@mso.umt.edu with questions
    - CourseDog: Level I and II changes (Curriculum Change Proposal -including the actions to create a new, retitle an existing, eliminate, merge or consolidate, establish online or distance delivery of a program [certificate, minor, major or unit])
        - Please note that Level II changes require an additional step, the Request to Plan. This form is also available on CourseDog. Requests to Plan are due by **January 13, 2021** for consideration at the March BOR meeting.
        - Contact hadley.jackson@mso.umt.edu with questions.
- Program modification forms must be submitted as an electronic Word or PDF file via email to camie.foos@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. **Paper copies of these forms are not required if all necessary signatures have been scanned and inserted in the electronic copy (PDF).**
- Note you must check the CCN listing for available course numbers and potential equivalent courses. Reach out to other campuses if you are requesting a change to a common course. **The Registrar's Office will not enter course changes in the catalog until they have been approved system-wide.**

Approvals:
- All submitted forms must be complete and have the department chair's approval, as well as approval(s) of the chair(s) of any other affected programs, the Dean. The Provost's approval is required for Level I and II proposals.

*The hope is for all curriculum forms to transition to CourseDog for next year's review cycle. We apologize for the variety of electronic and paper forms used for this year's review.

Please see the Procedure Update Page for other important changes.

The following are submitted in the fall 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.**
Creating new, retitling, eliminating, or merging certificates, options, minors or degrees	CourseDog Curriculum Change Proposal Formerly Academic Request Form - Level I or Level II	The deadline for Provost's Office review is **January 22**. **See instructions at Provost's Office website.**

Late proposals will not be accepted. Exceptions are considered by the committee only for extenuating circumstances (see Procedure 201.00). Please contact the Faculty Senate Administrative Associate Camie Foos if you have any questions.