



**To:** All Faculty  
**From:** ASCRC and Graduate Council  
John DeBoer, Vice Provost for Academic Affairs  
**Date:** December 7, 2023  
**Re:** Spring Curriculum Proposal Deadline

The deadline for program-level proposals for the Faculty Senate spring curriculum is **Monday, February 12, 2024**. Please note that **no new course proposals or course change proposals** will be considered this spring.

Program modification proposals, Level 1 proposals, and new program Level 2 proposals that have approved Requests to Plan should be submitted via [CourseLeaf Program Management](#). For detailed guidance, please refer to the [CourseLeaf Handbook](#).

New Request to Plan (RTP) proposals may be initiated in [CourseLeaf](#) by clicking on 'Propose New Miscellaneous' and selecting 'Request to Plan.' RTPs will be considered by OCHE and the BOR at the March and May BOR meetings. The RTP does not require Faculty Senate approval but does require approval by the Department Chairs and college Deans of all impacted units, the Provost, and the President. The deadlines for submitting RTP proposals to the Provost's Office are:

- January 10, 2024 for the March BOR Meeting
- March 13, 2024 for the May BOR Meeting

Deans may set an earlier deadline for internal review. Consult the [Provost's curriculum webpage](#) and [Curriculum Approval Handbook](#) for details and instructions.

#### Programs Changes by Types

- New Programs – pre-planning with the Provost's office is recommended
  - Level 1 – new certificates, associates, and establishing a minor where there is a major or an option in a major
  - Level 2 – new degrees/majors which require prior approval of a Request to Plan (RTP)
- Changes to existing programs
  - Level 1 – retitling, revising (contact APM), consolidating, and offering online delivery
  - Level 2 – permanent authorization of associates, and exceeding 120 credits (no RTP required)
- Terminating or placing into moratorium – Level 1

All proposal materials must be complete and approved by the department chair and dean by the

deadline. The chair(s) of any affected programs should also be consulted and added to the proposal for notification. Level I and II proposals are reviewed by the Provost and the President before being submitted to the Board of Regents (BOR).

### **Questions and Guidance**

As a public institution, the University of Montana adheres to the policies and procedures established by the Montana University System (OCHE and BOR) and the UM Faculty Senate for any curriculum changes. These guidelines aim to safeguard the academic integrity of our institution. We appreciate your patience throughout this process. Our team is available to address your questions and provide guidance to ensure a smooth experience. Feel free to reach out to the Faculty Senate, the Office of the Provost, and the Office of the Registrar at any point during the process.

[Cindy Marbut](#) – Program Manager, Faculty Senate

[Megan Burns](#) – Academic Policy Manager, Office of the Provost,

[Troy Morgan](#) – Associate Registrar