



**To:** All Faculty  
**From:** ASCRC and Graduate Council  
**Date:** December 10, 2020  
**Re:** Spring Deadline for Curriculum Proposals

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

Proposals for new degrees and centers require advance planning; please review the [Curriculum Approval Process website](#) and [Curriculum Approval Handbook](#) 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.**

Camie Foos of the Faculty Senate and Hadley Jackson of the Office of the Provost will be holding Office Hours to assist with spring curriculum proposals. Please consult the [Curriculum Approval Process website](#) for details.

**Submission:**

- Electronic Curriculum forms:
  - [E-Curr](#): new courses or changes to courses
    - Contact [camie.foos@mso.umt.edu](mailto: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. Requests to Plan are due on Coursedog by **January 13, 2021** for consideration at the March BOR meeting.
    - Contact [hadley.jackson@mso.umt.edu](mailto: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](mailto: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, as well as 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 the review.

Please see the [Procedure Update Page](#) for other important changes.

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.