

**Protocol:** The department requesting a curriculum change holds a discussion at the departmental level, and if agreed upon, the Department Chair, elevates the request to the Dean for approval. All changes to the catalog require CRC approval.

Final changes are made by the registrar after faculty senate approval and BOR approval, as needed.

See workflow document

<https://helpx.adobe.com/acrobat/how-to/convert-word-excel-paper-pdf-forms.html?set=acrobat--fundamentals--pdf-forms>

Guidance can be found at: <https://mus.edu/che/arsa/academicproposals.html>

Submission Requirements: All Submissions (checked by CRC):

- Electronic Copy (with the exception of signatures- no handwritten items)
- Completed CRC Form, with all Signatures and Attachments based on level of request (see below)
- Naming Convention as determined by CRC

## **LEVEL of Request**

Please indicate the type of request(s) by selecting *all that apply*:

### 1. *Faculty Approvals (directly to CRC, then Faculty Senate):*

- Establish a new course for the catalog (please contact the Registrar of MUS CCN information) Required Documents:
  - Course Number
  - Course Outcomes
  - Course Description
  - Syllabus
  - Curriculum Worksheet
  - Pre-requisite or co-requisite
- Course Changes: addition, deletion or change of title, credit, course number, pre-req, description, or cross listing. Required Documents:
  - Course Number
  - Course Outcomes
  - Course Description
  - Syllabus
  - Pre-requisites or co-requisites
  - Existing Curriculum Worksheet
  - New Curriculum Worksheet, with changes highlighted
- Amend an existing degree program. Making changes to programs such as adding a writing course to a major, changing the list of accepted electives or removing a requirement of a minor. Required Documents:
  - Documents as listed under establishing a new course (as applicable)**
  - Existing Curriculum Worksheet
  - New Curriculum Worksheet, with changes highlighted
- Other (for those that are considered in this level but otherwise not listed):

### 2. *Campus Approvals Level I (must be approved by the VCAA prior to CRC submission):*

- Placing a postsecondary educational program into moratorium: Required Documents:
  - Program Termination and Moratorium Form**
  - Academic Proposal Request Form
- Withdrawing a postsecondary educational program from moratorium. Required Documents:
  - Academic Proposal Request Form

- Establishing, re-titling, terminating or revising a campus certificate of 29 credits or fewer.

Required Documents:

- Academic Proposal Request Form
- Documents as listed under establishing a new course (see section 1)**
- Establishing a B.A.S./A.A./A.S. area of study. Required Documents:
  - Academic Proposal Request Form
  - Documents as listed under establishing a new course (see section 1)**
- Offering an existing postsecondary educational program via distance or online delivery. Required Documents:
  - Academic Proposal Request Form

3. OCHE Approvals **Level I** (*must be approved by the VCAA and Chancellor prior to CRC submission*):

Level I items are those requests for which the Board of Regents has fully designated approval authority to the institution or Commissioner of Higher Education. These requests are to be submitted for notification to or approval by Commissioner as Level I proposals. Level I proposals may be submitted to OCHE at any time by the flagship campuses or community colleges and will be processed on a rolling monthly schedule. The approval of such proposals will be conveyed to the Board of Regents at the next meeting of the board. Level I proposals include campus initiatives typically characterized by minimal costs, clear adherence to approved campus mission, and the absence of significant programmatic impact on other institutions within the MUS and community colleges. BOR Forms can be found using the following link:

<https://mus.edu/che/arsa/Forms/AcademicForms.html>

- Re-titling an existing postsecondary educational program. Required Documents:
  - Academic Proposal Request Form
- Terminating an existing postsecondary educational program.
  - Academic Proposal Request Form
  - Program Termination and Moratorium Form
- Consolidating existing postsecondary educational programs
  - Academic Proposal Request Form
  - Curriculum Proposal Form
  - Documents as listed under establishing a new course (see section 1)**
- Establishing a new minor where there is a major or an option in a major
  - Academic Proposal Request Form
  - Curriculum Proposal Form
  - Documents as listed under establishing a new course (see section 1)**
- Revising a postsecondary educational program
  - Curriculum Proposal Form
  - Academic Proposal Request Form
- Establishing a temporary C.A.S. or A.A.S. degree program Approval limited to 2 years
  - Academic Proposal Request Form
  - Documents as listed under establishing a new course (see section 1)**

4. Level II (*must be approved by the VCAA and Chancellor prior to CRC submission*):

Level II proposals require initial approval and comment by the Board of Regents through a Request to Plan prior to final review and approval by the Office of the Commissioner of Higher Education. These proposals entail more substantive additions to, alterations in, or termination of programs, structures, or administrative or academic entities typically characterized by the (a) addition, reassignment, or elimination of personnel, facilities, or courses of instruction; (b) rearrangement of budgets, cost centers, funding sources; and (c) changes which by implication could impact other MUS institutions and community colleges.

- Establishing a new postsecondary educational program

- Request to Plan (RTP)
- Academic Proposal Request Form
- Curriculum Proposal
- Fiscal Analysis Form
- Completed Intent to Plan Form
- Documents as listed under establishing a new course (see section 1)**
- Permanent authorization for a temporary C.A.S. or A.A.S degree program
  - Academic Proposal Request Form
  - C.A.S/A.A.S Curriculum Proposal
  - Fiscal Analysis Form
  - Completed Intent to Plan Form
  - Documents as listed under establishing a new course (see section 1)**
- Exceeding the 120 credit maximum for baccalaureate degrees Exception to policy 301.11
  - Academic Proposal Request Form
  - Documents as listed under establishing a new course (see section 1)**
- Forming, eliminating or consolidating an academic, administrative, or research unit
  - Academic Proposal Request Form
  - Curriculum or Center/Institute Proposal
  - Completed Request to Plan, except when eliminating or consolidating
  - Documents as listed under establishing a new course (see section 1)**
- Re-titling an academic, administrative, or research unit Permanent authorization for a temporary C.A.S. or A.A.S degree program
- Curriculum Proposal
- Completed Intent to Plan Form

Date \_\_\_\_\_

Dept. \_\_\_\_\_

Program \_\_\_\_\_

College \_\_\_\_\_

CRC Representative \_\_\_\_\_

Description of Request: \_\_\_\_\_

Current Course or Program Information: \_\_\_\_\_

Number (Assigned By CRC): \_\_\_\_\_

**Proposed Change**

<b>Course #</b>	<b>Name</b>	<b>Credits</b>	<b>Pre-req.</b>
<p><b>This should include what will appear in the catalog, exactly. New course require course outcomes listed in this area.</b></p>			

List of supporting documentation attached (See Level of Request for Requirements):

**Assessment Leading to Request**

**Anticipated Impacts to “Other” Programs**

**Impact on Library:** \_\_\_\_\_ has consulted with \_\_\_\_\_ at the Montana Tech library to ensure needed materials and media are available. (Or No consultation is required since changes are only in the course number, course name, or course pre-requisites.)

**Date to take effect (note that the earliest date is the next calendar year):** \_\_\_\_\_

## APPROVALS

**Department Head Approval**

Date \_\_\_\_\_

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**Dean Approval**

Date \_\_\_\_\_

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**Graduate Council Approval**

Date \_\_\_\_\_

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**CRC Approval**

Date \_\_\_\_\_

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**Faculty Senate Approval**

Date \_\_\_\_\_

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**VCAA Approval (see below)**

Date \_\_\_\_\_

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**Chancellor Approval (see below)**

Date \_\_\_\_\_

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