

Process Flowchart for Program Development for Board of Regents Consideration

At any time during this process, a proposal can be returned for edits/corrections, put on hold or denied. It is suggested that you start the process for new programs at least three full semesters in advance, not including the summer semester).

Please refer to the Montana University System [Academic Handbook for guidance](#).

Review the [Academic Proposal form](#) to determine what level and item number is appropriate for your proposal. All forms must be fully completed and include a Classification of Instructional Programs (CIP) code. Please contact the Registrar's Office or the Office of Planning and Analysis for assistance with determining the appropriate CIP code.

If Level I: No Request to Plan required (skip to the second bullet under Budget and BOR paperwork below)

OR

If Level II:

Complete a [Request to Plan](#)

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- A Request to Plan is used to announce the proposed program to all MUS campuses.
 - Submit completed Request to Plan to Interim Vice Provost for Curriculum, Accreditation, and Assessment and Executive Assistant to the Provost in the Office of Academic Affairs.
 - Once reviewed by the Office of Academic Affairs, the request will be forwarded by the Provost to Academic Council for review.
 - Once the Request to Plan is signed by the President and Provost, it will be submitted to OCHE for review and possible consideration at a future Board of Regents meeting.
 - Note: Request to Plan are not entered into the Curriculum Inventory Management (CiM) system until approved by the Board of Regents.

Budget & Board of Regents (BOR) Paperwork

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- Once your Request to Plan is approved by the BOR, you must make an appointment with the Budget Office.
 - You must also start on the appropriate BOR paperwork and attach it, with all necessary signatures, to your program proposal in CiM *BEFORE* it reaches the BOR Prep step in the workflow. Keely Holmes can attach those forms to your proposal while it is in workflow. keely.holmes@montana.edu, 994-7136.
 - The workflow before BOR Prep stage will vary depending on the program, but generally includes review by Department and College curriculum committees, an undergraduate or graduate curriculum committee, Faculty Senate.
 - Once your submission is at BOR Prep queue in CiM, you will be contacted by the Office of Academic Affairs to determine if all BOR paperwork is complete and ready to advance to Academic Council and any additional internal review, as needed.
 - Once the finalized proposal is signed by the President and Provost, it will be submitted to OCHE for review.

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- BOR documents can be found at: <https://mus.edu/che/arsa/Forms/AcademicForms.asp> . The forms needed are listed below.
- Please contact the Office of the Provost if you have questions or need assistance with this.
 - Level I
 - Academic Proposal Form
 - Curriculum Proposal form (when applicable)
 - Level II
 - Academic Proposal Form
 - Curriculum Proposal form (always required for Level II)
 - Fiscal Analysis
 - Request to Plan

Curriculum Inventory Management (CiM)



- See the CiM Workflow Flowchart for Program Proposals to review the steps for program approval.
- Once the CiM proposal has been approved on campus, the level I & II proposals are submitted to the BOR. A Level I change and paperwork can be submitted in CiM to initiate the process. Level II changes need to have the Request to Plan approved by the Board of Regents before they progress through CiM.

Level I & II Submitted to the Board of Regents (BOR)



- The proposals are reviewed by the Chief Academic Officers (CAOs), then sent to the BOR for approval.

Approval by NWCCU

- After receiving NWCCU approval, the new program can be implemented.

Approximate Timeline for Level II

Request to Plan submitted to Provost Office

Reviewed by Academic Council - meets once a month

Additional internal review as needed

Submitted to BOR

BOR Meeting/Notification

If approved, submit to CiM

Curriculum Committees (UG or Grad) - meets every other week during AY

Faculty Senate 1st reading - meets every other week during AY

Faculty Senate 2nd reading

Academic Council

Additional internal review as needed

BOR (only considers academic items at March, May, September, and November meetings)