

Revised Academic Approval Process Proposal

March 2016



Item Classification

Level I

- Campus Approvals
 - Placement into /withdraw from moratorium
 - Campus Certificates-Adding, re-titling, terminating or revising a campus certificate of 29 credits or less
 - Distance or online delivery of an existing degree or certificate program
- OCHE Approvals
 - Re-titling an existing major, minor, option, or certificate
 - Terminating an existing major, minor, option or certificate
 - Consolidating existing programs/degrees
 - Adding a new minor where there is a major or an option in a major
 - Revising a Program
 - Temporary Certificate or AAS Degree Program

Level II

- Establishing a new postsecondary educational program (This includes changing the type of degree, ex. B.A. to B.F.A.)
- Exceeding the 120 credit maximum for baccalaureate degrees (Exception to policy 301.11)
- Forming, eliminating or consolidating a college, division, center, etc.
- Re-titling a college, division, center, etc.



Level I and Intent to Plan Rolling Approval Proposal

- All Level I items accepted by OCHE continuously and processed on a monthly basis. BOR notified at the next meeting of the BOR of approved Level I items.
- Intent to Plans accepted by OCHE continuously and processed on a monthly basis. Following discussion among CAOs, Intent to Plan documents posted to a public website and shared with BOR at the next meeting of the BOR.

Montana Board of Regents

New Postsecondary Educational Program/Center/Institute Proposal Process

* New postsecondary educational program as defined by BOR Policy 303.1-Curriculum Proposals

Academic Program Planning

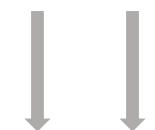
- 1. Campus submits academic program plans for the next three year cycle and a one-paragraph description of the program to the Flagship Provost by May 1.* Affiliate campus CEO submits to Flagship Provost.
- Flagship Provost shares plans with respective Flagship President. Flagship Provost or Community College (CC) CAO shares plans with Deputy Commissioner (DC) for review by May 15.
- 3. DC shares plans with system CAOs for discussion at May CAO meeting.
- 4. Commissioner convenes a meeting with Flagship Presidents and Provosts and DC to review plans in early to midsummer.
- 5. Final academic program plans posted to MUS website by July 31 each year.
- *Under extenuating circumstances, the Commissioner may approve the addition or revision of a program to the plan outside of the normal approval schedule.

Intent to Plan

- 1. Intent to Plan (IP) document completed by campus for proposed new program. The program must reside on the academic program planning list.
 - 3. IP submitted to Flagship Provost with appropriate signatures. Affiliate campuses include campus CAO and CEO signature.
- 4. IP submitted to DC by Flagship Provost or CC CAO with all appropriate signatures on a rolling basis.
 - 5. DC shares IP with CAOs, Commissioner and Flagship Presidents.
 - 6. IP discussed at the next CAO call according to the IP/Level I approval schedule.
- 7. If major issues surface during CAO meeting, DC will become involved.
- 8. With no issues, the campus will continue with the development process. Campuses will be given up to 18 months for proposal development. The IP will be posted to a public website and shared with the BOR at the next meeting of the Board.

Board Approval

- 1. Full Level II proposal received by OCHE via the Board item submission process after proposal has received campus or Board of Trustee approval.
- 2. Proposal reviewed by the Commissioner or his designee.
- 3. Proposal shared with CAOs via Level II memorandum and discussed on BOR CAO call.
- 4. CAOs have until the Friday following the CAO call to submit final comments. If major issues surface, DC will become involved. With no issues, the proposal will move forward on the ARSA agenda at the next BOR meeting.
- 5. Proposal reviewed on the BOR ARSA Committee call. With approval of the committee, the item will be moved to the Board agenda for action.
 - 6. Board action on the item.



CAMPUS MISSION

* Any mention of submission to or review by Flagship Provost or President does not apply to the Community Colleges. All review prior to submission will take place by the Board of Trustees and materials will be submitted directly to OCHE.

Montana University System

NOTICE OF INTENT TO PLAN

Program/Institut	e Title:		
Campus, School/Department:		Expected Submission Date:	
Contact Name/Info:		Mode of Delivery	
program/center	/institute development process, please cor	olving opportunities throughout the MUS in the mplete this form not more than 18 months in advance of m/center/institute to the Board of Regents for approval.	
For more inforn	nation regarding the Intent to Plan process,	please visit the <u>Academic and Student Affairs Handbook</u> .	
1) Provide	a description of the program/center/insti	itute.	
	2) Describe the need for the program/center/institute. Specifically, how the program/center/institute meets current student and workforce demands. (Please cite sources).		
' - '	e how the program/center/institute fits w ional program array.	ith the institutional mission, strategic plan, and existing	
4) How do	es the proposed program/center/institute	e fit within the MUS system?	
Signature/Date			
College/School	Dean:		
Chief Academic	Officer:		
Chief Executive	Officer:		
Flagship Provos	t*:		
Flagship Preside	ent*:		
*Not applicable to	the Community Colleges.		
Date of Final Re	eview:		

When submitting the proposal to the BOR, include this signed form with the Level II request.