

Revised Academic Approval Process Proposal

March 2016

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.

- 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



* 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/Institute Title: _____

Campus, School/Department: _____ Expected Submission Date: _____

Contact Name/Info: _____ Mode of Delivery _____

To increase communication, collaboration, and problem solving opportunities throughout the MUS in the program/center/institute development process, please complete this form not more than 18 months in advance of the anticipated date of submission of the proposed program/center/institute to the Board of Regents for approval.

For more information regarding the Intent to Plan process, please visit the [Academic and Student Affairs Handbook](#).

- 1) Provide a description of the program/center/institute.**

- 2) Describe the need for the program/center/institute. Specifically, how the program/center/institute meets current student and workforce demands. (Please cite sources).**

- 3) Describe how the program/center/institute fits with the institutional mission, strategic plan, and existing institutional program array.**

- 4) How does the proposed program/center/institute fit within the MUS system?**

Signature/Date

College/School Dean:

Chief Academic Officer:

Chief Executive Officer:

Flagship Provost*:

Flagship President*:

*Not applicable to the Community Colleges.

Date of Final Review:

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