



Montana University System (MUS) Curriculum Change Policy ..... 3



Required Forms by Proposal Type (Table)

Proposal Type	Change Requested	Forms Required

The first step to any curriculum proposal is working with the Office of the Provost to identify which type of change you are making. Please consult with the Vice Provost for Academic Affairs (VPAA) and/or the Academic Policy Manager (APM) before



to a BOR meeting. See the [MUS Academic Affairs Procedural Guidebook](#) and [OCHE submission due dates and call schedule](#) for more information.

All forms are contained within CourseLeaf, and all proposals must be initiated

each stage, the program will be implemented for AY25-26. See page 9 for a visual representation of this timeline.

## Optimal Level II Timeline





## Center/Institute Proposal Form

- The Center/Institute Proposal Form is required for creation or consolidation of a center or institute.
- Before beginning work on your proposal, review Appendix B of the [MUS Academic Affairs Procedural Guidebook](#) for guidance on proposing research centers/institutes (pp. 26-27).
- If the new center/institute is the result of a gift and a name is associated with its creation, the proposal must also follow the process outlined in [BOR's building naming policy](#).

## Curriculum Proposal Form

- The Curriculum Proposal Form is required for some Level I changes and most Level II changes. This form requires detailed information about the need for the program, plans for implementing the program, the program's relationship to UM's goals and other MUS institutions, etc.
- You must provide projections of program headcounts and graduates. You should consult UMLearn, as they will provide data that will help justify your projections to BOR. BOR will follow up once the program is implemented to check on the accuracy of projections. A program review process is required for new programs that fall short of their projections.
- Review "Level II Academic Program Follow-Up" in the [MUS Academic Affairs Procedural Guidebook](#) for details (pp. 12-13).
- The section titled "Revenues and Expenditures" asks for detailed budget projections. If you are requesting new resources, they must

- Contact the Assistant Vice Provost of Academic Finance and