

COURSE PROPOSALS

Updated 2/16/2021

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 courses at least two semesters in advance, not including the summer semester.

Hard Numbered Courses

Course Proposer



- [Develops and submits the course proposal in CIM](#)

Provost Office



- Proposal comes to the Provost office.
- This step is NOT an approval. We are merely double checking that everything is included on the proposal that needs to be included. At this point the proposal may be rolled back with a request for edits.

Departmental Curriculum Committee and Committee Chair*



- The proposal is then sent to the Departmental Curriculum Committee for review.
- The proposal is then approved or denied by the Chair of the Departmental Curriculum Committee based on the votes of the committee.

Department Head*



- The proposal is then sent to the Head of the Department to be reviewed for approval.

College Curriculum Committee and Committee Chair*



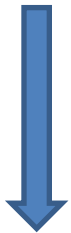
- The proposal is then sent to the College Curriculum Committee for review.
- The proposal is then approved or denied by the Chair of the College Curriculum Committee based on the votes of the committee.

College Dean



- The proposals are reviewed and approved by the College Dean.

Common Course Numbering (CCN)



- At the same time that the proposals are reviewed by either the CPC or the UGC, the course learning outcomes and syllabus are sent to the Common Course Numbering system in Helena. From there, the info is shared with the MUS campuses where they look for overlap. If there is an 80% or more overlap with an existing MUS course, we either have to adopt their rubric and number or convince them to use ours. The hope is that the CCN process will be complete by the time the proposal passes either the CPC or the UGC.
- Available course numbers can be found here: <https://ccn.mus.edu/search/ccn-available-courses.php>

If Undergraduate:

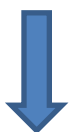
Curriculum and Programs Committee (CPC) and Chair- Meets every other week during Fall and Spring

- If the proposal is for an undergraduate course it is reviewed for approval by the CPC.
- The proposal is sent to the CPC for review.
- The proposal is then approved by the Chair of the CPC.

OR

If Graduate:

University Graduate Council (UGC) Chair



- If the proposal is for a graduate course it is reviewed for approval by the UGC.
- The proposal is sent to the UGC for review.
- The proposal is then approved by the Chair of the UGC.

Graduate School Dean



- If the course is a graduate course it is reviewed for approval by the Dean of the Graduate School.



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Faculty Senate and Faculty Senate Chair-Meets every other week during Fall and Spring



- The proposal is sent to Faculty Senate for review.
- It is typically read at one meeting and voted on at another.

Core Committee-If the proposal requests a Core Designation



- If the proposal requests a Core Designation the proposal will be routed to the appropriate Core Committee for review.
- The Core Designation for the proposal will be approved or denied by the Committee Chair.

Office of the Registrar

- The last step in this process for course proposals is the Office of the Registrar.
- This is the step where the course is built into Banner.

***If exists**

Special Topics Courses: X91 and 588 numbered courses

Associate Provost



- Proposal comes to the Associate Provost.

Departmental Curriculum Committee and Committee Chair*



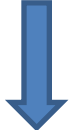
- The proposal is then sent to the Departmental Curriculum Committee for review.
- The proposal is then approved or denied by the Chair of the Departmental Curriculum Committee based on the votes of the committee.

Department Head*



- The proposal is then sent to the Head of the Department to be reviewed for approval.

College Curriculum Committee and Committee Chair*



- The proposal is then sent to the College Curriculum Committee for review.
- The proposal is then approved or denied by the Chair of the College Curriculum Committee based on the votes of the committee.

College Dean



- The proposals are reviewed and approved by the College Dean.

Graduate School Dean-IF GRADUATE LEVEL



- Graduate level proposals are reviewed and approved by the Graduate School Dean.

Office of the Registrar

- The last step in this process for course proposals is the Office of the Registrar.
- This is the step where the course is built into Banner.

***If exists**

For help, at any time, please call or email Keely Holmes at x7136, keely.holmes@montana.edu .