Process Flowchart for Program Development

**Academic Program Plan**
- Deans submit items for Academic Program Plan to the Office of the Provost in March.
- The Academic Program Plan is reviewed and approved by the Board of Regents (BOR) in May.

**If Level I: Skip the Intent to Plan**
**OR**

**If Level II:**
**Intent to Plan-Begin AFTER approval of Academic Program Plan**
- Intent to Plan is used to announce the proposed program to all MUS campuses.
- Once the Intent to Plan is approved by the BOR, the campus review process in the Curriculum Inventory Management (CIM) system can begin.

**Budget & Board of Regents (BOR) Paperwork**
- Once your Intent to Plan is approved by the BOR, you must make an appointment and meet 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 Dean’s Council step in the workflow. Keely Holmes can attach those forms to your proposal while it is in workflow. keely.holmes@montana.edu, 994-7136.
- BOR documents can be found at: https://mus.edu/che/arsa/Forms/AcademicForms.asp. The forms you need are listed below.
- Please contact the Office of the Provost if you have questions or need assistance with this.
  - **Level I**
    - Item Template
    - Academic Proposal Form
    - Curriculum Proposal form (when applicable)
  - **Level II**
    - Item Template
    - Academic Proposal Form
    - Curriculum Proposal form (always required for Level II)

**Curriculum Inventory Management (CIM)**
- See the CIM Workflow Flowchart for Course Proposals to review the steps for course approval.
- 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 1 & II proposals are submitted to the BOR.

**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.