

Program revisions (including the creation of new programs)

At the MSUN campus level, this process falls under the concept of “**program revision.**” OCHE and BOR refer to program revisions as part of the “**academic proposal**” process.

Three factors determine the level to which OCHE and the BOR become directly or indirectly involved in academic proposals:

- The degree to which the proposed program fits an institution’s approved mission.
- The relationship between resources needed, resources available, and the projected benefit.
- The significance of programmatic impact on other institutions within the MUS and CC.

Step 1: Determine the BOR academic proposal level

Review the [Academic Proposal Request Handbook](#) (referenced on OCHE’s [Academic Forms](#) and [Academic Proposals](#) webpages) to determine what level your proposal constitutes, as well as the corresponding process you’ll need to follow. The table below gives a quick snapshot of the level designations, but you will need to consult the handbook.

Montana BOR Academic Proposal Levels
Level I: Campus Approvals (notifications to OCHE and BOR) 1a. Placing a postsecondary educational program into moratorium (Program Termination & Moratorium Form) 1b. Withdrawing a postsecondary educational program from moratorium 2. Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less 3. Establishing a B.A.S./A.A./A.S. area of study 4. Offering an existing postsecondary educational program via distance or online delivery Level I: OCHE Approvals (requests for authorization to OCHE) 5. Re-titling an existing postsecondary educational program 6. Terminating an existing postsecondary educational program (Program Termination and Moratorium Form) 7. Consolidating existing postsecondary educational programs (Curriculum Proposal Form) 8. Establishing a new minor where there is a major or an option in a major (Curriculum Proposal Form) 9. Revising a postsecondary educational program (Curriculum Proposal Form)** 10. Establishing a temporary C.A.S. or A.A.S. degree program. Approval limited to 2 years **See the handbook for guidance on whether or not a program change constitutes a Level I revision. If it is not a significant change according to the handbook, you do not need to involve BOR/OCHE at all, and you can simply follow the MSUN core steps for the program revision.
Level II (initial approval through BOR and final approval through OCHE): 1. Establishing a new postsecondary educational program (Curriculum Proposal and Completed Request to Plan Form) 2. Permanent authorization for a temporary C.A.S. or A.A.S degree program (Curriculum Proposal and Completed Request to Plan Form) 3. Exceeding the 120-credit maximum for baccalaureate degrees Exception to policy 301.11 4. Forming, eliminating or consolidating an academic, administrative, or research unit (Curriculum or Center/Institute Proposal, completed Request to Plan, except if eliminating or consolidating) 5. Re-titling an academic, administrative, or research unit

For **Level I proposals**, BOR has fully designated approval authority to the institution or OCHE for Level 1 requests. These requests are to be submitted for notification to or approval by OCHE as Level I proposals. Level I proposals may be submitted to OCHE at any time by the flagship campuses or CC and will be processed on a rolling monthly schedule. The approval of such proposals will be conveyed to the BOR at the next meeting of the board. Level I proposals include campus initiatives typically characterized by minimal costs, clear adherence to approved campus mission, and the absence of significant programmatic impact on other institutions within the MUS and CC.

Level II proposals require initial approval and comment by the BOR through a Request to Plan prior to final review and approval by OCHE.

Step 2: Follow the steps outlined for that level and category

Level 1 - Campus approval items (notification to OCHE and BOR) or Level 1 - OCHE approval items (request for authorization to OCHE)

- ☐ Review OCHE's [Academic Affairs Handbook](#) to ensure that you have taken all the necessary steps and filled out the correct forms for your type of proposal.
- ☐ Follow the MSUN campus process for your proposal, outlined in the core steps below. ~~Include with the MSUN program revision form any forms that OCHE requires for your proposal type.*~~
- ☐ Work with your dean and the Provost's Office to ensure that the [Academic Proposal Request Form](#) gets filed with OCHE.

Core MSUN steps for most program revision processes*

1. Fill out the [Program Revision Form](#) and submit it to the college dean/admin.
2. Your proposal must be approved by the college faculty and signed by the college dean and proposal originator before it is submitted to the Academic Senate (AS) secretary.
3. The AS secretary will forward your proposal to the appropriate AS committee/s (curriculum and/or gen ed). If approved, it is sent to any additional committees, the Provost, and Chancellor for approval.

Note: If it is disapproved within the Academic Senate process, the [Proposal Tracking Sheet](#) outlines the process for challenging a disapproval. In many cases, only minor corrections are needed for a proposal to be approved, and the Chair of the committee that has disapproved will either contact the originator directly, or send the proposal back with a blue correction request sheet attached.

* BOR Academic Proposal Level 1 items 1a, 1b, 4, and 6 do not go through the core steps but have informal college processes.

Level II Proposals

Note: In this process, it is generally encouraged to begin the next step before the current step is complete, for efficiency.

Pre-step for new program proposals

- ☐ As far in advance as possible, provide your dean with:
 - Proposed program name and degree award
 - A brief description of that proposed degree program (a couple sentences)
 - Campus proposal lead with contact information

The dean will usually bring this to a college meeting as an information item before and then enter it into a list of proposed degrees from the college. They are then compiled by the Provost and sent to BOR for their list of forthcoming proposals. The Provost will also address the proposed program in his Academic Priorities and Planning Statement, which is submitted to OCHE 8 weeks prior to the *July BOR meeting*. This step is considered a "courtesy" but is highly recommended. This means proposing new programs by May in order to develop the program the following year.

Note: in the meantime, begin preparing your "request to plan" as outlined in the next step.

Request to plan

- ☐ Fill out the [Request to Plan](#) form. It may be worthwhile to work on it alongside OCHE's [Curriculum Proposal Form](#), which has many similar questions in more depth and will need to be submitted later on in the process. This does not need to be submitted for a college vote but if it was not in the "pre-step", it's a good idea to run it by the college now at least as an information item.
- ☐ Have your dean bring it to the Provost for review (tip: bring the yellow MSUN [Program Revision tracking sheet](#) with you so the Provost can sign off on starting the internal campus process). The Request to Plan will need to be signed by Provost, Chancellor, and multiple parties at MSU, which may take a few weeks. Once signed by MSU, OCHE brings it to the CAO meeting for discussion.
- ☐ Once vetted with the CAOs, the Request to Plan goes to the BOR for official approval. It must be submitted to as a BOR item 8 weeks ahead of the BOR meeting (see: [BOR schedule](#)). Requests to Plan can be considered at any regular BOR meeting: March, May, September, November.

Note: you do not need to wait for BOR approval before starting the MSUN campus approval process (see below).

MSUN campus approval and OCHE approval

- ☐ Review OCHE's [Academic Affairs Handbook](#) to ensure that you have taken all the necessary steps and filled out the correct forms for your proposal level and type.
- ☐ Follow the MSUN campus process for your proposal, outlined in the core steps above. **Include** with the MSUN program revision form **any forms that OCHE requires** for your proposal type. This will likely include the lengthy curriculum proposal form from OCHE's [Academic Forms](#) webpage, among other forms.
- ☐ Work with your dean and the Provost's Office to ensure that the [Academic Proposal Request Form](#) and any other required forms get filed with OCHE. OCHE approves these on a rolling monthly basis and notifies BOR.

Allowed program credits²

Program type	Credits within the major	Total credits
Certificate of Applied Science (includes related instruction ³)	30-45	1 calendar year
Associate of Applied Science (includes related instruction)	60-72	2 academic years
Bachelor of Applied Science (prior AAS required)	20-30 all upper div	120
Associate of Science or Arts degree programs	27	60
Bachelor of Science or Arts degree programs, with minor	30-48	120
Bachelor of Science or Arts degree programs, extended major	up to 80	120
Minor ($\frac{1}{3}$ must be upper division)	18-30	18-30
Certificate of Technical Studies (no gen ed or related instruction)	12-29	12-29

- All bachelor programs and the AS/AA programs require completion of general education core.
- All bachelor degree programs must include 39 credits at the upper division level.
- Programs may not require courses that have hidden prerequisites which exceed the credit requirements listed in the above degree programs.
- Education and Nursing degrees may have different credit requirements or allowances.

² See BOR policies [301.11](#), [301.12](#), [303.1](#)

³ Related instruction includes documented competency in computation, communication, human relations