

Protocol: The department requesting curriculum change holds a discussion at the departmental level, and if agreed upon by the department head, discuss with the Dean for approval. Forward the completed form along with supporting information to the CRC chair after approval from the department head, dean, and graduate council if necessary. Final changes are then made by the registrar after faculty senate approval. Guidance: <https://www.umd.edu/provost/faculty/curriculum/default.php>.

Date **XX/XX/XX**
Dept. **XXXXXXXXXXXXXX** College **XXXX**
Program: **XXXXXXXXXXXXXX**
Description of Request/Summary: **XXXXXXXXXX**

Current Course Program Information: **XXXXXXXXXX**

Proposed Change (Attach syllabus or curriculum for new course or curriculum changes.)

Course # Name	Credits	Pre-req.
XXXXXXXXXX		

This should include what will appear in the catalog, exactly.

List of supporting documentation attached:

1. Example: syllabus
2. Example: Curriculum worksheet

Assessment Leading to Request

XXXXXXXXXX.

Anticipated Impacts to "Other" Programs

XXXXXXXXXX.

Impact on Library: XXXXXXXXXXXX has consulted with XXNameXX (XX/XX/XX) at the Montana Tech library to ensure needed materials and media are available. (Or No consultation is required since changes are only in the course number, course name, or course pre-requisites.)

Date to take effect: XX/XX/XX

LEVEL of Request

Please indicate the type of request(s) by selecting *all that apply*:

Faculty Approvals (directly to CRC, then Faculty Senate):

- Establish a new course for the catalog (please contact the Registrar of MUS CCN information)
- Changed course: addition, deletion or change of title, credit, course number, pre-req, description, or cross listing.
- Amend an existing degree program. Making changes to programs such as adding a writing course to a major, changing the list of accepted electives or removing a requirement of a minor
- New degree certification of 29 credits or less
- Other:

Campus Approvals (must be approved by the VCAA prior to CRC submission):

- Placing a postsecondary educational program into moratorium
- Withdrawing a postsecondary educational program from moratorium
- Establishing, re-titling, terminating or revising a campus certificate of 29 credits or more
- Establishing a B.A.S./A.A./A.S. area of study
- Offering an existing postsecondary educational program via distance or online delivery
- Other:

OCHE Approvals (must be approved by the VCAA and Chancellor prior to CRC submission):

- Re-titling an existing postsecondary educational program
- Terminating an existing postsecondary educational program
- Consolidating existing postsecondary educational programs
- Establishing a new minor where there is a major or an option in a major
- Revising a postsecondary educational program
- Establishing a temporary C.A.S. or A.A.S. degree program Approval limited to 2 years
- Other:

Level II (must be approved by the VCAA and Chancellor prior to CRC submission):

- Establishing a new postsecondary educational program
- Exceeding the 120 credit maximum for baccalaureate degrees Exception to policy 301.11
- Forming, eliminating or consolidating an academic, administrative, or research unit
- Re-titling an academic, administrative, or research unit
- Other:

APPROVALS

Department Head Approval _____ **Date** _____

Dean Approval _____ **Date** _____

VCAAR Approval (see above) _____ **Date** _____

Chancellor Approval (see above) _____ **Date** _____

Graduate Council Approval _____ **Date** _____

CRC Approval _____ **Date** _____

Faculty Senate Approval _____ **Date** _____