Review Process for New Academic Programs and Research Centers

www.montana.edu/provost/academic_plan/index.html

Required Documents

The **MSU Academic Plan** is the list of potential new academic programs and research centers that MSU might send to the Board of Regents for approval sometime in the next three years. Items consist of a title and a paragraph description.

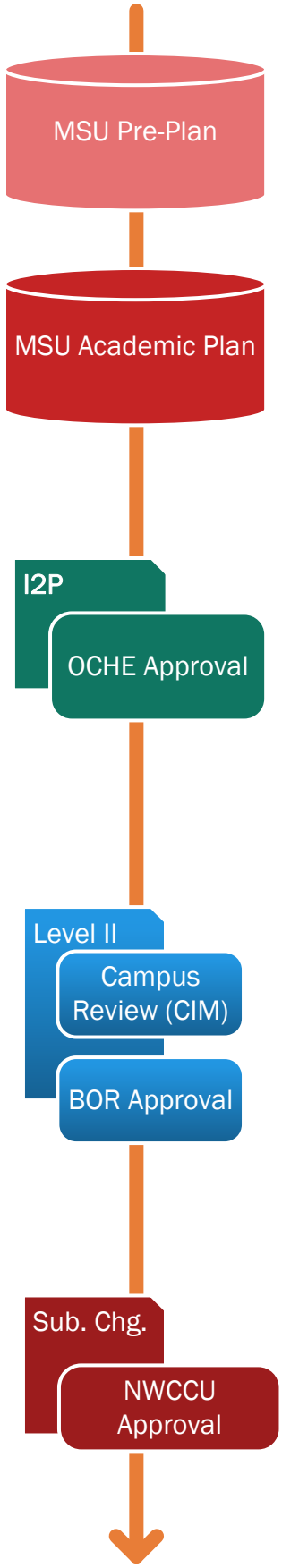
An **Intent to Plan (I2P)** form is used to move an item off of the MSU Academic Plan and into the review process.

The I2P contains 4 paragraphs about the proposed new program (or center) and is used to notify all campuses in the MUS that the item is being developed.

A new academic program or research center requires a **Level II proposal**. (The required contents are different for academic programs and research centers.)

The CIM online form for a new academic program includes all of the required information for a Level II proposal for a new academic program.

A **substantive change proposal** is prepared, in part, from information provided on the Level II proposal. The substantive change proposal is submitted for review by NWCCU, our accreditors.



Process

The **MSU Pre-Plan** is simply a cache for ideas to be considered the next time the MSU Academic Plan is updated. Items can be added to the Pre-Plan at any time.

The **MSU Academic Plan** is updated by the Deans annually in the Spring, just prior to the BOR meeting in May.

The **Intent to Plan (I2P)** form is distributed to all Chief Academic Officers (CAOs, or Provosts) in the MUS for comment. Once any concerns are addressed, OCHE approves the I2P. Then, a complete proposal and start the campus review process (the CIM process at MSU-Bz).

2 months

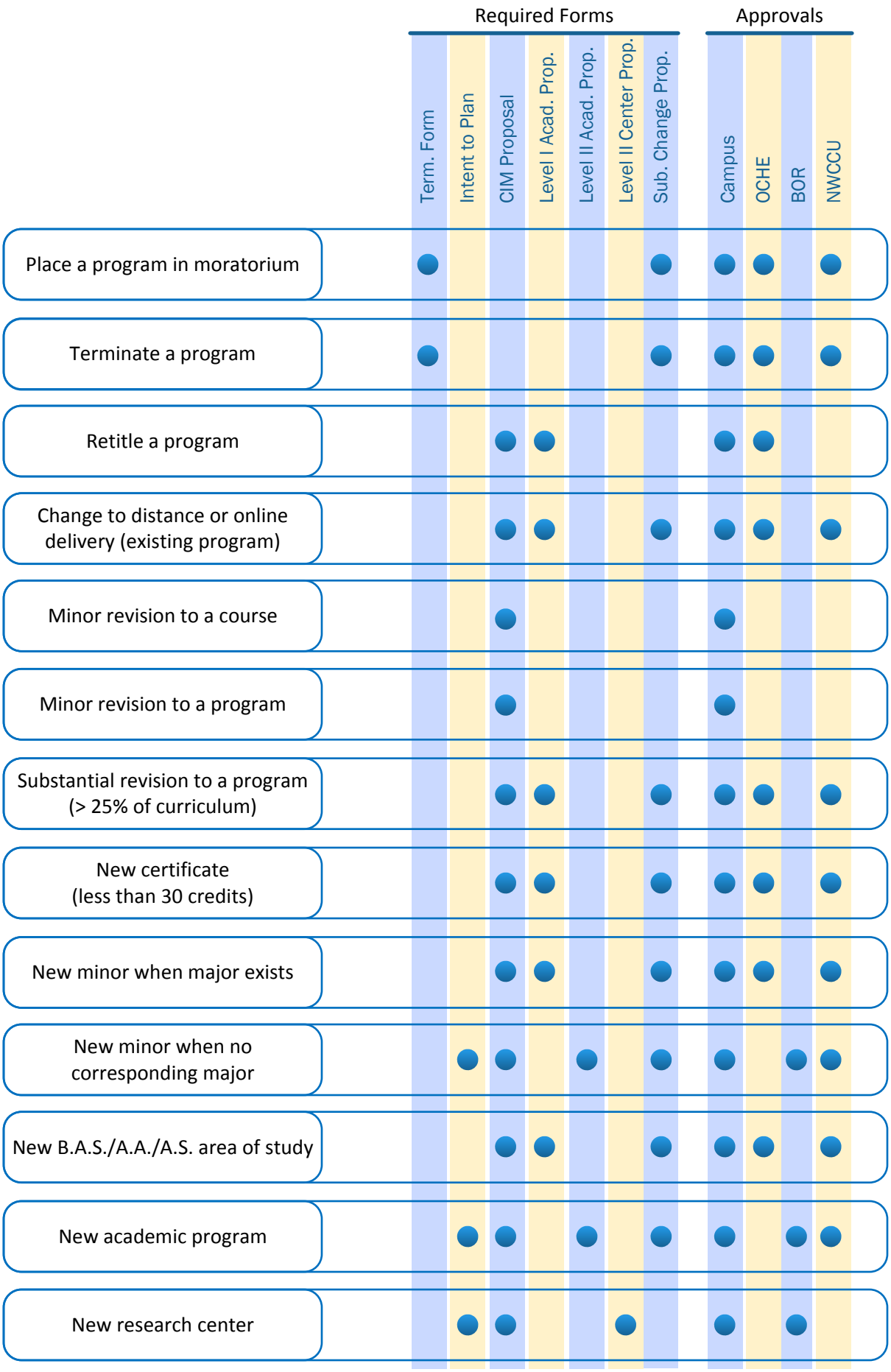
The **CIM system** is used to manage the campus review process at MSU-Bz. Other campuses have their own processes for review. Reviews occur at the Department, College, and University levels.

2 months

The **Level II proposal** is submitted to OCHE 7 weeks before the next BOR meeting. Level II proposals are accepted only at March, May, September, and November BOR meetings.

2 months

The **substantive change proposal** is submitted to NWCCU as soon as documentation of BOR approval is available. NWCCU review typically takes about three months.

3 months

Required Extent of Review