

**Dear colleagues,**

Please review the [Faculty Senate Fall curriculum deadline memo](#) and read this update on curriculum proposal deadlines and processes carefully.

### **Requests to Plan due September 13, 2023**

Requests to Plan (RTP) are required for establishing a new academic program, including a new major, option in a major, minor where there is not a major, or certificate of more than 29 credits. An RTP is also required for creation of a new unit or research center/institute, or changes to an existing one. RTPs are due via Courseleaf by **September 13, 2023** for submission to the November BOR meeting. Contact [megan.burns@mso.umt.edu](mailto:megan.burns@mso.umt.edu) to confirm whether your curriculum proposal requires an RTP.

### **Fall 2023 Faculty Senate curriculum deadline**

Review the [Faculty Senate Fall curriculum deadline memo](#) for fall semester 2023. The Faculty Senate fall curriculum deadline is **Friday, September 22, 2023** for implementation in the next catalog year (2024-2025).

Please contact Megan Burns ([megan.burns@mso.umt.edu](mailto:megan.burns@mso.umt.edu)) in the Office of the Provost if you have questions.

Thank you,

John DeBoer, Vice Provost for Academic Affairs

*This message was sent by the Office of the Provost to all UM faculty and administrators.*