

Required Courses Worksheet

The Course Curriculum worksheet was created to assist departments in calculating the cost of adding a new degree, certificate or minor. It must be completed in conjunction with the Fiscal Analysis Form and the other required paperwork for a new degree **or certificate**. There are four sections of the form:

- Current classes in the program
- Currently required classes outside of program but in department
- Currently required classes outside of program and department – For this section, we are looking for courses that other departments offer specifically for this program.
 - For instance, for the Early Childhood BA program, M 132 (Numbers and Operations for K-8 Teachers), is offered by the Math department for students going into the elementary teaching field. This course should be included in the worksheet.
 - WRIT 101 (College Writing I) is a general education course required for all undergraduates. It would not be included in the worksheet.
- Proposed courses

For the first three sections, please include the following information:

- Course
- Course title
- Number of sections the last time the course was offered
- Total capacity, combining all sections
- Open Seats, combining all sections

The enrollment and % fill sections are formulas which will automatically populate once the capacity and open seats sections are filled in.

Check course sections by going to my.umt.edu and selecting “[Course Search](#)”. Be sure to first select the appropriate term (upper right corner), which is the most recently completed term when the course was offered.

Once the worksheet is complete, return to the Fiscal Analysis Form and verify you have accurately accounted for the needed faculty. For instance, if a degree is expecting 20 new students the first year, but a course only has seven available seats, a new section of the course is needed. The additional cost for that course should be accounted for in the expenditures section of the Fiscal Analysis Form. The additional sections should be added to the courses worksheet under the New Sections section in the years they will be needed. Additional sections may be needed as the program grows and should be accounted for in later years on the worksheet.

The expenditures section is to ensure that the costs are accurately accounted for in the proposal by the requesting unit. The inclusion of costs does not obligate the university or OCHE to funding the degree, certificate or minor. The school or college must be able to cover these costs within their existing budget allocation; please work with your dean when creating your proposal.

Please work with Hillary Stowell (Hillary.stowell@mso.umt.edu, x5789) in the Provost’s Office when completing the Fiscal Analysis Form and the Required Courses worksheet. She must review the forms before they are sent to the Campus Chief Financial Officer for final approval.