

New programs and degrees represent a significant commitment by those involved in their development. The proposal, review and approval process is structured to reflect that same level of commitment by the university in the development of programs and degrees that represent the mission and future of CU Boulder and our students.

The program proposal timeline below gives an estimated representation of the amount of time and effort that individuals or groups proposing new degree programs, minors or certificates should anticipate before, during, and after submitting the request. Each stage may require multiple exchanges between the proposer and the offices or reviewers noted below. It is important to understand that review and endorsement by departments and colleges can take varying lengths of time.

Please note that some dates cannot be changed or altered, such as the meeting dates of the Board of Regents or the last date that a program can be submitted for inclusion in the next university c

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|                                | <p>Draft proposals require review and endorsements from:</p> <p>Department chair(s). If interdisciplinary, endorsement is required by the chairs of all participating or affected departments.</p> <p>College dean(s) If interdisciplinary, endorsement is required by the deans of all participating colleges/schools.</p> <p><a href="#">Executive Advisory Council</a> (graduate programs only)</p> <p>Undergraduate Education Advisory Committee (undergraduate programs only)</p> <p>Draft proposals also require:</p> <ul style="list-style-type: none"> <li>• Review and support of the proposed budget from the Chief Financial Officer</li> <li>• A letter of support from the Dean of the Graduate School (graduate programs only)</li> <li>• A letter of support from the Vice Provost of Undergraduate Education (undergraduate programs only)</li> </ul> <p><b>Note:</b> All letters of support or endorsement and other materials must be uploaded to the CIM program proposal form.</p> |
| <p><i>Minimum 15 weeks</i></p> | <p>Once submitted, the proposal is routed for review and endorsement to the:</p> <ul style="list-style-type: none"> <li>• <a href="#">Senior Vice Provost for Academic Planning and Assessment</a></li> <li>• Provost</li> <li>• Chancellor</li> </ul> <p>If the proposal is for a new degree program, the Senior Vice Provost for Academic Planning and Assessment must submit the completed proposal to the <a href="#">University of Colorado System Office of Academic Affairs</a> at least 6 weeks prior to the <a href="#">Board of Regents' University Affairs Committee</a> meeting for review and/or approval by the:</p> <ul style="list-style-type: none"> <li>• University of Colorado President</li> <li>• Board of Regents' University Affairs Committee</li> <li>• Board of Regents</li> <li>• <a href="#">Colorado Department of Higher Education</a></li> </ul>   |
| <p><i>Minimum 6 weeks</i></p>  | <p>Once the proposal is approved, the proposer must:</p> <ul style="list-style-type: none"> <li>• Determine the desired program start date based on the Board of Regents' approval date and on the course creation and admission cycles</li> <li>• Coordinate with the <a href="#">Office of the Registrar</a> to: <ul style="list-style-type: none"> <li>○ Assign a plan code identifying the program in the Student Information System (SIS) and in the admission application. The plan code may also guide the program's request for a new course prefix, if applicable.</li> <li>○ Include the approved credential in the university catalog.</li> <li>○ Submit an <a href="#">academic subject code request form</a> to request a new course prefix, if applicable. Course prefixes created specifically for a new program <i>should not</i> be proposed until the program is approved.</li> </ul> </li> </ul>  |

