Process for New Course Proposals

01 Department Review and Approvals

New course proposals are reviewed and approved by department Faculty before being submitted online.

02 Course Impact Discussion

Recommended Timeline: 4 weeks before intended UCC Meeting

Set up a time to meet with the Associate Dean to discuss the new course's impact, implementation, and any potential course overlap with CMDI or cross-college courses.

If there are potentials for course overlap, it is key to connect with those departments to discuss and/or collaborate.

03 Course Submission and UCC Agenda Request

Deadline: 14 Days Before Next UCC Meeting

Submit the Course Proposal Form online, along with any other useful information, for review and approval.

Email cmdiundergrad@colorado.edu once the Course Proposal is complete, for consideration in the next Curriculum Committee meeting agenda.

04 UCC Review and Decision

After the course has been reviewed by the UCC, a summary email will be sent to all Associate Chairs.

Department Associate Chairs are then responsible for informing their department's of the UCC's resolutions.

05 Communicate Changes

If the UCC has approved the new course proposal, notify any other CU departments or partners whom could be affected by, or need to know about the course changes.

06 Proposal Approval

Once the final Course Proposal is submitted by the Associate Dean, an approved course is then created by the Registrar's office.

However, the course will not appear as available until the "effective date."

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