

Office of the Registrar Timelines for Boulder on Coursera Online Programs

The setup of academic programs and courses in various systems and publications may only occur once they are formally approved through all required channels of governance.

For new academic subject code (prefix) requests and course proposals that correspond to new academic programs, academic units may stage these in the curriculum inventory management system (CIM) ahead of formal approval, but they should not be submitted until the program is approved. The items below are listed in the order in which they should take place after a new program is approved for the Boulder on Coursera (B3) platform.

Item	B3 Session 1 Deadlines	B3 Session 2 Deadlines	Details
Course Proposals/Changes	Fall 1: July 1 Spring 1: Nov. 1 Summer 1: March 1	Fall 2: Weds. after Labor Day Spring 2: Weds. before Spring census date Summer 2: Weds. after Memorial Day	Must gain approval by all required parties in CIM by the deadline.
Class Scheduling	Fall 1: Weds. after Labor Day Spring 1: Weds. before Spring census date Summer 1: Weds. after Memorial Day	Fall 2: Nov. 1 Spring 2: March 1 Summer 2: July 1	B3 Schedulers have direct access to schedule/modify classes up until one week prior to student enrollment beginning for session 1 of a given term. After this date, academic scheduling in the RO schedules/modifies classes on behalf of programs.

Item	B3 Deadlines	Details
Catalog Updates	July 1: RO publishes CU Boulder Online section of catalog on August 15.	All submissions must be approved before this deadline.
Degree Audits	July 1: RO codes B3 audits (by August 15).	Audits are based on curricular requirements approved and published in the catalog, see row above
Calendar & Term Set-Up*	This process happens 3x/yr, at least two terms in advance.	Changes to the current 6x/yr enrollment model that would require changes to this calendar should be discussed at least one year in advance.
Matriculation/Term Activation*	These processes run continuously throughout the year.	Changes to B3 that impact how matriculation/term activation happen would require at least one term's notice to adjust.
Grading	Grades are due 10 days after the class ends.	The RO distributes grade lists received from Coursera two business days after the end of a session. Grades must be reviewed/approved within one week.
Grade Replacement*	Grade replacement is processed 6x/yr at the conclusion of each grading.	Changes to the grade replacement policy that impact B3 require at least two term's notice to adjust.
Academic Standing	Academic standing should be evaluated before the 14th day of the following term.	Completing academic standing by this deadline enables students to drop enrollment in Session 1 if needed based on their standing.
Performance-Based Admission*	Performance-based admission is processed 6x/yr at the conclusion of grading and grade replacement.	Changes to the performance-based admission process (excluding course requirements) would require at least two term's notice to adjust.
Credential Conferral*	Degrees and certificates are conferred 6x/yr at the conclusion of grading, grade replacement and performance-based admission.	Changes to conferral (excluding course requirements) would require at least two term's notice to adjust.

*For Boulder on Coursera students, this process does not require submission/confirmation of information from stakeholders outside the Office of the Registrar.