

## Program Proposal Timeline

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 catalog.

If your goal is to start a new program in a specific semester or academic year, this timeline should assist you in planning accordingly. At each phase of the process, the Senior Vice Provost for Academic Planning and Assessment will update the individual proposer about the program proposal's status.

You are encouraged to consult with the individuals and offices noted below as you pursue the proposal to ensure the program request reflects your desired goals and outcomes.

Phase	Actions & Documentation
<b>Intent Stage</b> <i>Minimum 8 weeks</i>	Complete the <a href="#">program intent proposal form</a> . The form will automatically route to the following individuals for review and endorsement: <ul style="list-style-type: none"> <li>• <a href="#">Senior Vice Provost for Academic Planning and Assessment</a></li> <li>• College-level dean</li> <li>• <a href="#">Vice Provost for Undergraduate Education</a></li> <li>• <a href="#">Dean and Assistant Dean of the Graduate School</a></li> <li>• <a href="#">Senior Vice Provost of Online Education</a> (if credential is offered online)</li> </ul>
<b>Proposal Phase</b> <i>Minimum 15 weeks</i>	Complete the <a href="#">new program proposal form</a> in consultation with the following offices: <ul style="list-style-type: none"> <li>• <a href="#">Graduate School</a> (for graduate programs) and/or the <a href="#">Office of Data Analytics (ODA)</a> for formal market analysis</li> <li>• <a href="#">Dean/Assistant Dean of the Graduate School</a> or <a href="#">Vice Provost of Undergraduate Education</a> (depending on program level) to ensure curriculum and degree requirements meet minimum standards &amp; precedents</li> <li>• <a href="#">Office of Budget &amp; Fiscal Planning</a> to establish budget and develop a proposed tuition rate</li> <li>• <a href="#">Compliance &amp; Authorization</a> to confirm designations and other state authorization and accreditation requirements</li> <li>• <a href="#">Senior Vice Provost of Online Education and the Online Executive Committee</a> (for online and/or hybrid programs) to determine development and support needs specific to distance or correspondence education</li> </ul>

Phase	Actions & Documentation
	<p>Draft proposals require review and endorsements from:</p> <ul style="list-style-type: none"> <li>• Department chair(s). If interdisciplinary, endorsement is required by the chairs of all participating or affected departments.</li> <li>• College dean(s) If interdisciplinary, endorsement is required by the deans of all participating colleges/schools.</li> <li>• <a href="#">Executive Advisory Council</a> (graduate programs only)</li> <li>• Undergraduate Education Advisory Committee (undergraduate programs only)</li> </ul> <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><b>Approval Phase</b> <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><b>Implementation Phase</b> <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 be</i> proposed until the program is approved.</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>○ Propose new courses to be offered under the new prefix, if applicable. Courses <i>should not</i> be proposed until the new prefix is approved and built out in Campus Solutions.</li> </ul> <p>Standing course proposal deadlines apply to curriculum changes intended to go into effect in the given semester:</p> <ul style="list-style-type: none"> <li>■ Fall semester: Nov. 11 (priority deadline) and Jan. 15 (final deadline).</li> <li>■ Spring semester: July 1 (priority deadline) and Oct. 1 (final deadline).</li> <li>■ Summer semester: Sept. 1 (priority deadline) and Dec. 1 (final deadline).</li> </ul> <p>Once the new program or degree is added to the university catalog, the proposer must:</p> <ul style="list-style-type: none"> <li>• Work with the Office of Admissions (for undergraduate level degrees and programs) or the Graduate School (for graduate level degrees and programs) to include the approved plan in the next application and admission cycle. <ul style="list-style-type: none"> <li>○ For new undergraduate degree programs: Applications go live the August prior to the next admissions cycle (e.g., the Common Application goes live on 8/1/2021 for the Spring, Summer, and Fall 2022 semesters). <ul style="list-style-type: none"> <li>■ Program and admissions information must be received by May 1 for the development of marketing and admissions materials.</li> <li>■ To include a new program in the admissions application for the following academic year, approved program information must be received by June 1.</li> </ul> </li> <li>○ For new graduate programs: Applications go live the July prior to the next admissions cycle. <ul style="list-style-type: none"> <li>■ Program and admissions information must be received by April 1 for the creation of marketing and admissions materials and inclusion in the admissions application.</li> </ul> </li> </ul> </li> <li>• Work with Office of Veterans and Military Affairs and the Veterans Education Benefits Program Manager to provide any additional program information required for the program to be approved and eligible for student use of VA funding. Any additional programmatic information must be received by May 1 for students enrolling in the fall.</li> <li>• Work with International Student and Scholar Services (ISSS) to provide any additional program information required for the program to be approved and eligible for the enrollment of International Students. Any additional programmatic information must be received by May 1 for students enrolling in the fall.</li> </ul>