

## DEADLINES FOR SUBMITTING 2011-2012 COURSE AND CURRICULAR CHANGES

A minimum of two (2) weeks processing time is required for materials going before the University Curriculum Committee. This processing time will be strictly adhered to during the 2011-2012 academic year.

**Incomplete submissions** will be returned to departments for completion and will delay processing time.

<b>Submit paperwork by the dates shown.</b>			
	<b>Deadlines for Spring Semester Registration 2012</b>	<b>Deadlines for Summer Session Class Schedule 2012</b>	<b>Deadlines for Fall Semester Registration 2012</b>
<b>Course Deadlines – Undergraduate and Graduate courses</b>			
New Course Changes/ Drops	09/14/11	10/19/11	12/15/11
Class Schedule available online:	10/02/11	01/02/12	03/04/12
Registration Begins:	10/24/11	03/20/12	04/04/12

<b>Undergraduate Programs*</b>			
Undergraduate programs/ changes finalized by Faculty Council (FC) approval	10/26/11 (FC meeting date 12/6/11)	12/14/11 (FC meeting date 3/6/12)	12/14/11 (FC meeting date 4/3/12)
New undergraduate programs/changes finalized by CCHE approval	1/12/11	4/13/11	9/14/11
<b>Graduate Programs*</b> – Graduate program deadline dates are earlier than undergraduate program deadline dates in order to accommodate CoSRGE consideration.			
Graduate programs/changes finalized by Faculty Council (FC) approval	9/14/11 (FC meeting date 12/6/11)	12/14/11 (FC meeting date 3/6/12)	12/14/11 (FC meeting date 4/3/12)
New graduate programs/changes finalized by CCHE approval	1/12/11	4/13/11	9/14/11

\*See Routing Paths document and Approval Timeline document below.

All actions of the University Curriculum Committee are subject to approval by Faculty Council, either through approval of the UCC minutes on their consent agenda or by special action. Some actions require approval by the Board of Governors and CCHE. Colleges and departments are strongly encouraged to submit curricular materials as early in the year as possible, to ensure timely consideration by all entities.

## ROUTING PATHS FOR PROGRAMS & DEGREE CHANGES (9/2011)

NOTE: POLICIES REQUIRING APPROVAL BY COMMITTEES IN ADDITION TO UCC MUST FIRST BE SUBMITTED THROUGH THE FACULTY COUNCIL OFFICE.

	OU	CC	CoSRGE <sup>2</sup>	CoSFP	UCC	FCM	FCSA	BOG	CCHE
Add New Undergraduate Majors or Graduate Degrees (M.S., Plan C, or Ph.D)	X	X	X	X <sup>1</sup>	X		X <sup>3</sup>	X	X
Add New Departments/Colleges <sup>1</sup>	X	X	X		X		X	X <sup>3</sup>	X
Change Existing Professional Master's Program (Plan A/B) to Plan C <sup>4</sup>	X	X	X		X		X	X	X
Change Name of Existing Major/Degree Programs	X	X	X		X		X	X	X
Drop Degree Program	X	X	X		X		X	X	X
Move Degree Program/Name Change	X	X	X		X		X	X	X
Change of College Affiliation	X	X	X		X		X <sup>3</sup>	X	X <sup>5</sup>
Change Names/Dissolution, Division or Merger of Existing, Departments or Colleges <sup>1</sup>	X	X	X	X <sup>1</sup>	X		X <sup>3</sup>	X	X <sup>5</sup>
Move Degree Program/No Name Change	X	X	X		X		X	X	
Move Department(s)	X	X	X		X		X	X	
Add Plan B to Existing M.S. Degree (Notify Graduate School Dean)	X	X	X		X		X		
Add/Drop Interdisciplinary Minor (Undergraduate)	X	X			X		X		
Add/Drop Interdisciplinary Studies Program (Graduate)	X	X	X		X		X		
Add/Drop/Move Concentration/Minor/Option	X	X			X	X			
Add Specialization to Existing M.S. or Ph.D. Degree	X	X	X		X	X			
Change Degree Requirements	X	X	X		X	X			
Change Name of Concentration/Minor/Option/ Interdisciplinary Minor	X	X			X	X			
Change Name of Specialization in Graduate Degree Programs	X	X	X		X	X			

### ABBREVIATIONS USED

OU = Originating Unit

CC = College Curriculum Committee

CoSRGE = Committee on Scholarship, Research & Graduate Education

CoSFP=Committee on Strategic and Financial Planning

UCC = University Curriculum Committee

FCM = Faculty Council approval through the UCC minutes

FCSA = Requiring Special Action by Faculty Council

BOG = Board of Governors

CCHE = Colorado Commission on Higher Education

<sup>1</sup> = Approval by Council of Deans/CoSFP, if appropriate

<sup>2</sup> = Only if Graduate Program

<sup>3</sup> = May involve Code change (through Committee on Faculty Governance)

<sup>4</sup> = Refers to change of an existing graduate degree other than M.S. or M.A. degrees

<sup>5</sup> = Notification Only

Policies approved by the UCC are reviewed by the Executive Committee of Faculty Council before being sent to Faculty Council for consideration, and the Cabinet, if BOG approval is required. It is possible that these committees may request to have a proposal reconsidered by the UCC or Faculty Council.

New Program, as defined by CCHE, is "any new curriculum that would lead to a new vocational or academic degree."

## Timeline for Program and Degree Approvals

**New Undergraduate Majors or Graduate Degrees may NOT be advertised until approved by CCHE.**

Below are the earliest dates when programs and degrees would be considered and approved by University Curriculum Committee, Faculty Council, Board of Governors (BOG), and CCHE. The earliest dates are based on when the program/degree was approved by the University Curriculum Committee (UCC).

Approved UCC Minutes	Faculty Council Meeting	BOG Meeting	CCHE Meeting
8/26/2011	<b>10/4/2011</b>	<b>12/6/2011</b>	January 2012
9/2/2011(Issues Agenda)			
9/9/2011	<b>11/1/2011</b>	<b>2/21/2012</b>	April 2012
9/16/2011			
9/23/2011			
9/30/2011			
10/7/2011			
10/14/2011	<b>12/6/2011</b>		
10/21/2011			
10/28/2011			
11/4/2011(Issues Agenda)			
11/11/2011	<b>2/7/2012</b>	<b>5/1/2012</b>	June 2012
11/18/2011			
12/2/2011			
12/9/2011			
1/20/2012			
1/27/2012	<b>3/6/2012</b>		
2/3/2012(Issues Agenda)			
2/10/2012	<b>4/3/2012</b>		
2/17/2012			
2/24/2012			
3/2/2012			
3/9/2012	<b>5/1/2012</b>	<b>6/19/2012</b>	August 2012
3/23/2012			
3/30/2012			
4/6/2012(Issues Agenda)			
4/13/2012			
4/20/2012	<b>9/4/2012</b>	October 2012	November 2012
4/27/2012			
5/4/2012			