UCCS New Degree Approval Steps

These steps are to be followed to propose new undergraduate or graduate degrees, including tracks within the BI, MSc, MEng family of degrees. Tracks/minors in existing degrees which require new resources should also follow these guidelines. Relevant system policy is [CU System APS 1038](#).

The current UCCS processes are under revision but these are currently the basic steps. Use the existing UCCS new degree program approval process for needed content of a proposal. Timelines given are recommendations to allow full review through the system and to allow recruitment/marketing to occur. The timelines are suggestions and not hard deadlines. With feedback at each step, you may need to repeat steps if major changes to degree program are needed. Although most steps are sequential, some steps may occur concurrently.

I. **Concept Review** (not approval): These steps are to develop and approve/deny concept paper review. The outcome is either permission to develop a full proposal or not. (Spring semester timeframe)
    1. A 3-5 page concept paper created by faculty in consultation with the college dean.
    2. Dean review and brings to Provost.
    3. Deans Council review (Dean presents)
    4. Chancellor Leadership Team (Provost brings; may ask dean/program to attend)

II. **UCCS Campus Proposal Review** (Summer - Fall semester development; Fall – Spring review and approvals)
    1. New program/degree proposal created by faculty
    2. Dean/College Review and Approval
    3. Campus-wide academic planning committee review and recommendation
         i. Graduate Executive Committee for graduate degrees (meets monthly)
         ii. Council on Undergraduate Education for undergraduate degrees (meets bi-monthly)
    4. Provost Review and Approval
         i. Provost may ask for external review of a degree program
    5. VCAF Financial Input (development of proforma)
         i. Can be occurring simultaneously with provost review or dean may ask for this prior to their review and approval
    6. UBAC Review and Recommendation
    7. VPAA (CU System) input
         i. occurring simultaneously with campus review, and prior to Chancellor review, to identify issues associated with program
         ii. Provost takes to VPAA
    8. Chancellor Leadership Team Review and Approval
         i. Provost brings to Chancellor Leadership

III. External Reviews (Spring – Summer)
1. CU System Review (Early Spring reviews start)
    i. VP for Academic Affairs Review and Recommendation ((February – April)
        1. Provost brings to VPAA
        2. VPAA takes to appropriate regents subcommittee (Provost, Dean/program may present)
    ii. Board of Regents Review and Approval (April – June Review)
        1. Provost brings; may ask dean/program to attend
2. CDHE Notification and Approval (Follows Regent Approval)
    i. VPAA takes to CDHE
    ii. CDHE/VPAA notifies Provost office
    iii. Provost Office notifies appropriate campus office

IV. Campus set up
1. Campus offices to be notified: CUE/Graduate School, IR, Financial Aid, Registrar, Admissions, relevant Dean and program
2. Admissions office works with program to create application
3. Programs work with appropriate offices for recruitment and marketing

Note: Graduate program tracks not needing new resources may follow the Graduate School rules (https://graduateschool.uccs.edu/current-students/policies-and-procedures#3.3). New certificates should follow the campus policy #200-023 (also under revision).