Title: Approval Requirements for New Degree and New Certificate Programs Guidelines

Functional Area: Academic & Faculty Affairs

Date Submitted: TBD
Proposed Action: Approve New Guidelines
Brief Description: These guidelines outline the materials and processes that are required to have a new degree or certificate program approved.
Desired Effective Date: TBD
Reviewing Office: Provost and Executive Vice Chancellor for Academic and Student Affairs

Responsible Officer: Associate Vice Chancellor for Academic Planning
Policy Contact: Terry Potter
Last Reviewed/Updated: N/A – New Policy
Applies to: University of Colorado Anschutz Medical Campus
University of Colorado Denver
University of Colorado South Denver Location

Reason for Guidelines: Academic units seeking to offer new degree or certificate programs must prepare and submit proposals the contents of which vary with the nature of the academic program and its particular attributes. The proposals are reviewed by several administrative units and/or committees of the University, depending on the attributes of the degree or certificate.

These processes have been established not only to obtain the necessary approvals, but also provide notifications as required and ensure that the relevant information is correctly entered into appropriate databases of the University.

The HLC requires that CU Denver | CU Anschutz provides information on its procedure to approve new programs that award academic credentials. This information is also useful to faculty and administrators who are considering developing new degree or certificate programs. The decision to prepare a guideline document rather than a policy was based on the consideration that a guideline document could have more detailed and specific information that would be useful to those seeking to prepare new proposals and would be easier than a policy to incorporate changes that subsequently arise.
I. REASON FOR PROPOSED ACTION

Per Campus Policy 3000, Establishing Campus Administrative Policies, all new or updated policies must be approved by the Chancellor(s). These guidelines are intended to accompany a new proposed campus policy “Creating New or Renaming Existing Academic Departments” and consequently should be initially approved by the Chancellors.

II. STAKEHOLDER ENGAGEMENT IN THE POLICY REVIEW

Provost (TBD)
Legal (TBD)
Deans (TBD)
Executive Vice Chancellor for Administration & Finance | CFO, CU Anschutz (T. Carrothers, TBD)
Senior Vice Chancellor for Administration & Finance | CFO, CU Denver (J. Sobanet, TBD)
Faculty Assembly CU Denver (TBD)
Faculty Assembly CU Anschutz (TBD)
Associate Vice Chancellor for Academic Operations (N. Viveiros, TBD)
Associate Vice Chancellor for Academic Planning (T. Potter, ongoing involvement)
Academic Planning Coordinator (M. Heredia, ongoing involvement)

III. LEGAL REVIEW

A. Do you think legal review would be required for these proposed changes?

Yes

1. If no, please explain. N/A

2. If yes, what is your plan to get the legal review? Ask Legal EA to assign an attorney to review.

3. Date legal review completed: TBD

4. Person completing legal review: TBD

IV. FISCAL REVIEW: Are there any financial (human resources, technology, operations, training, etc.) or other resource impacts of implementing this policy (e.g., cost savings, start-up costs, additional time for faculty or staff, new systems, or software)?  No