Submitting a Course Proposal Form – Does it need UCC review?

1. Creating a New Course
2. Updating a course title
3. Updating a course description
4. Updating cross-listing
   - Do both courses already exist?
   - Yes - Technical change to course (credit hours, repeat, component, attribute, etc.)
   - No - Deactivating or reactivating a course
   - Updating a requisite
   - Changing prefix or number
   - Independent study, Thesis, Dissertation, Candidate for Degree courses, and special topics that are offered once.

- Submit an NOI to UCC for school/college review
  - One week wait
  - Review needed

- Submit full CPF to UCC for school/college review
  - One week wait
  - Review not needed

- No school/college concerns

- Course Coordinator forwards approved CPF to courses@ucdenver.edu for processing.