

DEADLINES

FOR SUBMITTING COURSE AND PROGRAM PROPOSALS TO UCC

- Login to [ARIESweb](#), and click on the Curriculum Management (CIM)-Courses link or Curriculum Management (CIM)-Programs link to submit the appropriate form. CIM help documents are available on [ARIESweb](#).
- Please allow **several weeks** for proposals to be reviewed by affected departments and the college **prior** to the deadlines below. Address questions to your [University Curriculum Committee \(UCC\) college representative](#).
- Proposals must be approved in CIM by the department and college curriculum committees, all affected departments, the UCC college representative, and the college Dean's office prior to UCC consideration.
- Incomplete submissions will be returned for completion/resubmission and will not have met the submission deadline.

Completed proposals must be out of the College or SAU workflow in CIM by the dates shown.

	Effective Spring 2018	Effective Summer 2018	Effective Fall 2018	Effective Spring 2019	Effective Summer 2019	Effective Fall 2019
Courses (all levels)						
Changes/drops to existing courses	9/15/17	10/13/17	1/12/18	9/14/18	10/12/18	1/11/19
New courses	9/29/17	2/23/18	3/2/18	9/28/18	2/22/19	3/1/19
Experimental courses	12/1/17	4/13/18	7/20/18	12/1/18	4/12/19	7/19/19
Undergraduate Programs						
<i>All changes to a program should be submitted at the same time on ONE CIM proposal form once a year</i>						
New Majors (CPP must be attached to CIM proposal and approved by CoSFP by dates shown)*	1/13/17	N/A	9/15/17	1/12/18	N/A	9/14/18
Adding/dropping Concentrations, Minors, Interdisciplinary Minors, or UG Certificates	10/13/17	N/A	1/12/18	10/12/18	N/A	1/11/19
Changes to Existing Programs	N/A	N/A	2/9/18	N/A	N/A	2/8/19
Graduate Programs** (Graduate programs are reviewed by CoSRGE prior to UCC)						
<i>All changes to a program should be submitted at the same time on ONE CIM proposal form once a year</i>						
New Master's and PhDs (CPP must be attached to CIM proposal and approved by CoSFP & CoSRGE by dates shown)*	1/13/17	N/A	9/15/17	1/12/18	N/A	9/14/18
New Graduate Certificates	1/17/17	N/A	9/15/17	1/16/18	N/A	9/14/18
Adding/dropping Specializations or Graduate Interdisciplinary Studies Programs	9/15/17	N/A	1/12/18	9/14/18	N/A	1/11/19
Changes to Existing Programs	N/A	N/A	1/12/18	N/A	N/A	1/11/19

*See [Routing Paths document](#) on the Provost's Office webpage (New Degree Proposal Process) for developing and submitting the Preliminary Program Proposal (PPP) and Comprehensive Program Proposal (CPP) documents for new programs:
<http://provost.colostate.edu/faculty-administrative-professionals/>.

New degrees and graduate certificates require approval by the Board of Governors and CCHE. **Colleges and departments are strongly encouraged to submit programs proposals as early in the year as possible, to ensure timely consideration by all entities.**

All actions of the UCC are subject to approval by Faculty Council, either through approval of the UCC minutes on their consent agenda or by special action. Dates approved by University Curriculum Committee 5/5/2017.