

DEADLINES

FOR SUBMITTING COURSE AND CURRICULAR 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.
- Proposals must be electronically approved in [CIM](#) by the department and college curriculum committees, all affected departments, and the college Dean's office prior to UCC consideration – please allow adequate time for proposals to be reviewed by affected departments and the college prior to the deadlines below.
- Address questions to your University Curriculum Committee (UCC) representative.
- Incomplete submissions will be returned for completion and resubmission. They 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 2017	Effective Summer 2017	Effective Fall 2017	Effective Spring 2018	Effective Summer 2018	Effective Fall 2018
Courses						
Experimental Course Requests	12/1/16	4/14/17	7/21/17	12/1/17	4/13/18	7/20/18
New/Major & Minor Changes/Drops	9/16/16	10/14/16	1/13/17	9/15/17	10/13/17	1/12/18
Undergraduate Programs						
(All changes to a program should be submitted at the same time on ONE proposal form once a year)						
Changes to Existing UG Programs, including adding or dropping Concentrations	N/A	N/A	1/13/17	N/A	N/A	1/12/18
New Majors (Degrees: Phase II approved by the Council of Deans)*	N/A	N/A	9/15/16	1/13/17	N/A	9/15/17
New UG Minors, Interdisciplinary Minors, and Certificates	10/14/16	N/A	1/13/17	10/13/17	N/A	1/12/18
Graduate Programs						
(All changes to a program should be submitted at the same time on ONE proposal form once a year)						
Changes to Existing Graduate Programs, including adding or dropping Specializations	N/A	N/A	1/13/17	N/A	N/A	1/12/18
New Master's and PhDs (Phase II approved by the Council of Deans)*	N/A	N/A	9/15/16	1/13/17	N/A	9/15/17
New Graduate Interdisciplinary Studies Programs	9/15/16	N/A	1/13/17	9/15/17	N/A	1/12/18
New Graduate Certificates	N/A	N/A	9/15/16	1/17/17	N/A	9/15/17

*See [Routing Paths document](#) on the Provost's Office webpage (New Degree Proposal Process) for developing and submitting Phase 0, Phase I, and Phase II documents for new programs: <http://provost.colostate.edu/faculty-administrative-professionals/>. New degrees and graduate certificates require approval by the Board of Governors and CCE. Colleges and departments are strongly encouraged to submit curricular materials as early in the year as possible, to ensure timely consideration by all entities.

Graduate programs are reviewed by CoSRGE prior to UCC. 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 5/6/2016.