

FOR SUBMITTING COURSE AND PROGRAM PROPOSALS 2018-2019

- 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](#).
- Address questions related to your course and program proposals to your [University Curriculum Committee \(UCC\) college representative](#).
- Please allow **several weeks** for proposals to be reviewed by affected departments and the college **prior** to the deadlines below. 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 or inadequately prepared submissions will be returned for completion/resubmission and may not meet the submission deadline.**
- The UCC generally meets every Friday during the Spring and Fall terms with the exception of Fall break, Spring break, and finals week. Curriculum proposals may not be reviewed at every UCC meeting; one meeting each month may be reserved to discuss issues or policies relevant to curriculum.
- The Special Course Fee and Differential Tuition request processes are separate from the curricular approval process and the deadlines may be earlier than those listed below. See the [Office of the Provost website](#) for deadlines and policies for Special Course Fees and the [Graduate School website](#) for Differential Tuition requests.

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

	Effective Spring 2019	Effective Summer 2019	Effective Fall 2019	Effective Spring 2020	Effective Summer 2020	Effective Fall 2020
Courses (all levels)						
Changing or deactivating existing courses	9/14/18	10/12/18	12/14/18	5/31/19 [†]	10/11/19	12/13/19
New courses (If new course will be listed in a program proposal, refer to program deadlines below)	10/5/18	12/14/18	2/1/19	5/31/19 [†]	12/13/19	1/31/20
Experimental courses	11/16/18	4/12/19	7/19/19	11/15/19	4/10/20	7/17/20
Study Abroad courses (1st offering)	2/2/18	9/14/18	9/14/18	2/1/19	9/13/19	9/13/19
Subsequent offerings [Both provisional (-82) offerings and permanent course proposals]	(3/2/18)	(10/12/18)	(10/12/18)	(3/1/19)	(10/11/19)	(10/11/19)
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)	1/12/18	N/A	9/14/18	1/11/19	N/A	9/13/19
Changes to Program Requirements	N/A	N/A	2/1/19	N/A	N/A	1/31/20
<ul style="list-style-type: none"> • Adding or deactivating Concentrations, Minors, Interdisciplinary Minors, or UG Certificates • Changes to program title or components thereof – As you begin your proposal, contact your UCC Representative or Curriculum & Catalog with questions. Generally requires a NEW proposal and a DEACTIVATION proposal; both proposals should be submitted to CIM workflow at the same time. 	10/12/18	N/A	1/11/19	10/11/19	N/A	1/10/20

Graduate Programs

- All changes to a program should be submitted at the same time on **ONE** CIM proposal form once a year.
- CoSRGE reviews graduate programs prior to UCC. CoSRGE generally meets the 1st Thursday of the month (September-December and February-May).
- If a program proposal includes new courses, the course proposals must first be approved by UCC in order for CoSRGE to review the program proposal. **Submit new course proposals the term prior to the program deadlines below** (excluding Summer term).

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

	Effective Spring 2019	Effective Summer 2019	Effective Fall 2019	Effective Spring 2020	Effective Summer 2020	Effective Fall 2020
<ul style="list-style-type: none"> • Master's degrees and Doctoral degrees* <i>(CPP must be attached to CIM proposal and approved by CoSFP & CoSRGE by dates shown)</i> • New Graduate Certificates 	1/12/18	N/A	9/14/18	1/11/19	N/A	9/13/19
<ul style="list-style-type: none"> • Changes to Program Requirements 	N/A	N/A	1/11/19	N/A	N/A	1/10/20
<ul style="list-style-type: none"> • Adding Specializations or GISPs (<i>Graduate Interdisciplinary Studies Programs</i>) • Deactivating a Degree, Specialization, GISP, or Graduate Certificate • Changes to program title or components thereof – <i>As you begin your proposal, contact your UCC Representative or Curriculum & Catalog with questions. Generally requires a NEW proposal and a DEACTIVATION proposal; both proposals should be submitted to CIM workflow at the same time.</i> 	9/14/18	N/A	1/11/19	9/13/19	N/A	1/10/20

*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 5/4/2018.

†Revisions to the following **Spring 2020 course deadlines** were approved by UCC 11/30/18:

- **Changing or deactivating existing courses** changed from 9/13/19 to 5/31/19.
- **New courses** changed from 10/4/19 to 5/31/19.