

FOR SUBMITTING COURSE AND PROGRAM PROPOSALS 2020-2021

- 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 2021	Effective Summer 2021	Effective Fall 2021	Effective Spring 2022	Effective Summer 2022	Effective Fall 2022
Courses (all levels)						
Changing or deactivating existing courses	5/29/20	10/9/20	12/11/20	5/14/21	10/8/21	12/10/21
New courses (If new course will be listed in a program proposal, refer to program deadlines below)	5/29/20	12/11/20	1/29/21	5/14/21	12/10/21	1/28/22
Experimental courses	11/13/20	4/9/21	7/16/21	11/12/21	4/8/22	7/15/22
Study Abroad courses §	2/28/20	10/9/20	10/9/20	2/26/21	10/8/21	10/8/21

Undergraduate Programs

All changes to a program should be submitted at the same time on **ONE** CIM proposal form once a year

New Majors* (CPP must be attached to CIM proposal and approved by CoSFP by dates shown)	1/10/20	N/A	9/11/20	1/8/21	N/A	9/10/21
Changes to existing program requirements	N/A	N/A	12/11/20	N/A	N/A	
<ul style="list-style-type: none"> Adding or deactivating Concentrations, Minors, Interdisciplinary Minors, or UG Certificates[†] Deactivating Majors[†] Changes to program titles 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.) 	9/11/20	N/A	12/11/20	9/10/21	N/A	12/10/21

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 2021	Effective Summer 2021	Effective Fall 2021	Effective Spring 2022	Effective Summer 2022	Effective Fall 2022
<ul style="list-style-type: none"> • New Master's degrees & Doctoral degrees* <i>(CPP must be attached to CIM proposal and approved by CoSFP & CoSRGE by dates shown)</i> • New Graduate Certificates 	1/10/20	N/A	9/11/20	1/8/21	N/A	9/10/21
<ul style="list-style-type: none"> • Changes to existing program requirements 	N/A	N/A	12/11/20	N/A	N/A	12/10/21
<ul style="list-style-type: none"> • Adding Specializations or GISPs[†] <i>(Graduate Interdisciplinary Studies Programs)</i> • Deactivating Degrees, Specializations, GISPs, or Graduate Certificates[†] • Changes to program titles 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> 	9/11/20	N/A	12/11/20	9/10/21	N/A	12/10/21

§If the international portion of your course has not yet been completed by the UCC deadline, your re-submission to UCC for permanent status must be received within 3 months of course end date.

*See documents listed under the 'New Degree Proposal Process' heading on the Provost's website for instructions on developing and submitting the Preliminary Program Proposal (PPP) and Comprehensive Program Proposal (CPP) documents for new programs: <http://provost.colostate.edu/faculty-administrative-professionals/> (scroll toward bottom of the page).

†The deadlines for these proposals reflect the additional time required to update program coding and titles in multiple systems and documents. The following changes should be submitted by this deadline: adding/removing a Distance/Online offering format; dropping concentrations/specializations and replacing with a 'standalone' major/degree; dropping a 'standalone' major and replacing with concentrations/specializations; moving a concentration/specialization from one major/degree to another; moving administration of a program or subject code from one department/SAU/college to another; adding or removing Plan A/Plan B from a master's degree; changing the CIP code assigned to a program; etc.

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.

Approved by University Curriculum Committee on 5/1/2020.