



Degree Program Approval

Relevant Policies

- Article 4, Part B of Regent Law: [Degree Programs and Other Credentials](#)
- Regent Policy 4.B.3: [Proposals for Academic Units, Degree Programs, and Other Credentials](#)
- CU System Administrative Policy Statement (APS) 1038: [New Degree Program Approval](#)
- CU Anschutz Campus Administrative Policy (CAP) 1038A: [Creating or Renaming Degree or Certificate Programs](#)

Per Article 4 of Regent Law, only an academic unit can offer a degree program. Academic units are defined as “schools, colleges, and departments that roster tenured and/or tenure track faculty and offer at least one degree program.”

Steps to New Degree Program Approval

1. Initial Chair/Dean support to move forward with proposal development
2. Recommended: Meeting to discuss process; includes faculty lead and other program representatives; [Jill Taylor](#), Associate Vice Chancellor for Academic Affairs; [Tobin Bliss](#), Assistant Vice Chancellor for Fiscal Planning
3. Develop proposal in accordance with requirements of [APS 1038](#) and [CAP 1038A](#).
 - Jill Taylor to advise on the proposal narrative and approval process.
 - Tobin Bliss to assist with the budget model.
4. Approval by school/college curriculum committee (if required by school/college bylaws)
5. Approval by Department Chair and Dean
6. If applicable, review and approval by Graduate Faculty Council (see [CAP 1038A](#)).
7. Review and approval by Terri Carrothers, Executive Vice Chancellor for Administration and Finance (Tobin Bliss to coordinate)
8. Review and approval by Roderick Nairn, Executive Vice Chancellor for Academic and Student Affairs (Jill Taylor to coordinate)
9. Review and approval by Chancellor Elliman
10. Review by Michael Lightner, Vice President for Academic Affairs, CU System
 - The Office of the Executive Vice Chancellor for Academic and Student Affairs submits the proposal and any supporting documents to the Vice President for Academic Affairs (VPAA). After obtaining feedback from the VPAA, the proposal will be modified as necessary and then submitted to the University Affairs Committee (UAC) of the CU Board of Regents (BoR).
11. Recommendation by University Affairs Committee of Board of Regents (UAC of BoR)

The UAC usually meets about one month before a public meeting of the full BoR is scheduled. The Office of the Executive Vice Chancellor for Academic Affairs works with the academic unit to prepare an executive summary and slide presentation for the University Affairs Committee. The proposal is typically presented by the Executive Vice Chancellor; at least one principal representative for the degree proposal should attend this meeting. If recommended by the UAC, the proposal is voted on

by the full board during their next regular meeting. The item will typically be included on the Consent Agenda, although any board member can request that it be included as a discussion item.

12. Approval by Board of Regents

The Board of Regents typically holds regular board meetings in February, April, June, September, and November.

13. In rare cases, approval by the Higher Learning Commission is required *before students can enroll in the program* (see [CAP 1038A](#)). This is coordinated by the Associate Vice Chancellor for Academic Affairs.

14. After final approval, the VPAA notifies the Colorado Department of Higher Education for addition to their database. The Associate Vice Chancellor for Academic Affairs notifies those involved in preparing the proposal as well as several administrative offices including the Registrar, Bursar, Financial Aid Office, and Office of Institutional Research and Effectiveness. These offices may require additional information on courses or other aspects of the degree program and will work directly with the academic unit to obtain this information.

15. After final approval of any new CU Anschutz Graduate School affiliated programs, the Associate Vice Chancellor for Academic Affairs will notify the Graduate School of the approval.

Proposed Approval Timeline for Fall Start of Subsequent Year

Action	Timeline
School/College curriculum committee and Dean	February/March
Graduate Council (if applicable)	April/May
Executive Vice Chancellor Approval	June/July
Chancellor Approval	June/July
Regent University Affairs committee Approval	August or October
Full Board Regent Approval	September or November

Please note that this timeline may not be appropriate for all programs. The recruitment and admissions schedule must be considered when planning for a new degree program. Other timeline considerations include financial aid approval, tuition approval, catalog submission, and course registration. Program administrators must work with the appropriate office to ensure the program can be implemented as planned. The steps involved in developing a new proposal, obtaining approval, and completing the administrative actions needed to set up the program and enroll students may take one to two years to complete.

Reporting Requirements

Each year for five years following the implementation of a new degree program, enrollment and completions are reported to the Board of Regents. If program enrollment or completions are well below projected levels, a brief explanation is required, including any steps taken to address known issues. The Associate Vice Chancellor for Academic Affairs will coordinate the reporting.

Questions?

For questions about the degree program approval process, contact:

Jill Taylor, Associate Vice Chancellor for Academic Affairs: jill.taylor@cuanschutz.edu or 303-724-1660.

Certificate Program Approval

Relevant Policies

- CU Anschutz Campus Administrative Policy (CAP) [1038A: Creating or Renaming Degree or Certificate Programs](#)

For-credit certificates

1. For-credit certificate programs must be approved by the Dean of the school or college offering the certificate. Approval processes are determined by the school or college.
2. A graduate certificate can be created within the home school/college or in affiliation with the Graduate School. Programs affiliated with the Graduate School are subject to review and approval by the Graduate School Dean and Graduate Council. Contact the Dean of the Graduate School for more information on this process.
3. In some cases, approval by the Higher Learning Commission is required *before students can enroll in the program* (see [CAP 1038A](#)). This is most likely to occur when the certificate is not associated with an existing degree program and new courses have been developed for the certificate program. HLC approval is coordinated by the Associate Vice Chancellor for Academic Affairs and may take three months or longer to obtain. The HLC approval process will be initiated after the program has been approved by the dean and appropriate faculty body.

Non-credit certificate programs (Certificates of Achievement)

1. Non-credit certificate programs may be approved by the Dean of the school or college offering the program. Approval processes are determined by the school or college.
2. New non-credit certificate programs should be reported to Jill Taylor, Associate Vice Chancellor for Academic Affairs.