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| --- | --- |
|  | Revised 4/8/2025 |

**Curriculum Proposal or Change Form**

*Note: The boxes in this form will expand. Please do not limit your proposal text due to space restriction.*

This form is designed to provide key stakeholders in the SEHD with an opportunity to provide feedback on new and revised offerings.

\*A new course does not require the Curriculum Proposal or Change Form. Instead, use the [Course Proposal](https://ucdenverdata.formstack.com/forms/sehd_course_proposal) form.

**Step 1: Complete Curriculum Proposal or Change Form**

Submit to Sandy, [sandy.mondragon@ucdenver.edu](mailto:sandy.mondragon@ucdenver.edu), who will route form as designated below and will notify Program Leaders and Curriculum Committee.

|  |  |  |  |
| --- | --- | --- | --- |
| **Proposal** | **Program Leaders** | **Curriculum Committee** | **SEM Team** |
| **New: concentration, sub-plan, license, endorsement, certificate** | 1 | 2 | 3 |
| **New degree (requires Dean approval)** | 1 | 2 | 3 |
| **Name change: concentration, sub-plan, license/endorsement, certificate** |  | 1 | 2 |

If the proposal is a **change to existing program or certificate**, start with curriculum committee

If the proposal is a **new course within an existing program or certificate**, start with the curriculum committee

If the proposal is a **new degree, certificate, or micro credential**:

Step 1: **[New Degree Only]** Conversation with the Dean (or Associate Dean) regarding rationale, market research report, feasibility, resources needed and availability of resources. If agreement to proceed with the proposal, go to Step 2. [SOME PROPOSALS SKIP STEP 2 PER THE TABLE ABOVE AND GO TO CC.]

Step 2: If required, present proposal to program leaders for input and suggestions for synergies, collaborations, connections with other programs [no recommendation or approval]

Step 3: After program leader input, proposal moves to curriculum committee for decision (approval) and recommendations

Step 4: If approved by CC, proposal to SEM Team

Step 5: Assessment and Program Improvement plan – submit to Nicole, [Nicole.holland@ucdenver.edu](mailto:Nicole.holland@ucdenver.edu), as soon as possible.

Step 6: Student Information, including admission, advisement, and requirements.

Step 7: Marketing and Recruitment Planning.

Step 8: Code is requested for application and student tracking. [only after assessment plan is approved]

Step 9: Application is open for students and proposal is live.

**Step 1: Please fill in the requested information.**

General Information:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name | Program | | Email |
| Faculty member making request |  |  | |  |
| Date of Submission: | | | Effective Term\*\*: | |
| \*\*Per the Registrar’s Office, new programs and/or changes begin in the **fall term only**. | | | | |
|  | | |  | |

Is this an Undergraduate or Graduate proposal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this a NEW program or a CHANGE to a current program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Programs must provide a Market Intelligence report to support the proposal.

What are the results of the Market Intelligence Report? What is the need for this offering?

Please reach out to Julia Cummings if you have any questions about the Market Intelligence report.

Considerations and Tips:

* New Programs & Certificates typically only start in the Fall Semester. Launching new programming is at least a semester long process. Start this process as early as possible. Must be completed in Fall Semester to be in implemented in Fall Semester the following year.
* Name change typically only starts in Fall Semester. Must be completed in Fall Semester to be in implemented in Fall Semester the following year.
* If renaming programs/majors/certificates, try to keep language in description from previous title to avoid negative impact on marketing – google searches – and impacts on student records.

|  |  |  |  |
| --- | --- | --- | --- |
| **Indicate Requested Action [X]** | | **Create** | **Change** |
| Microcredential | |  |  |
| Certificate | |  |  |
| Concentration | |  |  |
| Endorsement/License | |  |  |
| Major | |  |  |
| Minor | |  |  |
| Degree (requires Regent approval) | |  |  |
| Modify program delivery (online/f2f) | |  |  |
| Other: | |  |  |
| **If New, provide the following information:** | | | | |
| DRAFT Name of new offering  (30-character limit) |  | | | |
| Applicable Degree (s) |  | | | |
| Total Credit Hours (min/max) |  | | | |
| Format: Online, hybrid, f2f, Remote, etc. |  | | | |
| If a **Partnership program**, please provide this information | * Name of program * Career Level of Program (UG, MA, Doctoral) * Will 50% or more of the program be completed at the partnership location * Name of Location | | | |

**Proposal Components**:

|  |  |
| --- | --- |
| Program description and title, any unique features. |  |
| How does the program fit with the University’s and SEHD’s Vision, Values, Mission & Goals and/or strategic plan? |  |
| What is the relationship between other programs (synergy or overlap)? Have closely related programs been consulted? |  |
| Courses associated with the proposal (list new and current courses and when offered)  All new courses need to go through the curriculum committee process after the program is approved. |  |

**PROGRAM LEADERS’ COMMENTS:**

**CURRICULUM COMMITTEE REVIEW**

**APPROVED \_\_\_\_\_ NOT APPROVED \_\_\_\_\_**

**IF APPROVED, FORWARD TO SEM TEAM.**

**IF NOT APPROVED, CC COMMUNICATES WITH PROGRAM.**

**Step 5: Academic Assessment**

Review with the SEHD Assessment Office who will facilitate university approval through the CU Office of Assessment. Use the template found here for [credit-bearing certificates](https://wiki.cu.studio/_media/documents/hlc_assessment_plan_and_report_guide_for_credit-bearing_certificates.doc) and here for [degrees and concentrations](https://wiki.cu.studio/_media/documents/hlc_assessment_plan_and_report_guide_8_8_23.docx). Once approved, the assessment office notifies the Curriculum Manager to request a code. (see step 5)

**Step 6: Student Information and Academic Services**

Complete with Academic Advisor and/or Asst. Dean for Student Success & Enrollment Management

|  |  |
| --- | --- |
| Admission criteria and application requirements. What term(s) will students be admitted? |  |
| Degree/Program plan and course rotation: requirements to complete the degree/certificate, etc. Include final project, thesis, etc. Handbook information. |  |

**Step 7: Marketing and Recruitment Planning**

**Meeting with Director of Marketing and Director of Recruitment & Outreach**

|  |  |
| --- | --- |
| **Target Audience** |  |
| **Collateral** |  |
| **Website Updated** |  |
| **Recruitment Activities** |  |

**Step 8: Code Request**

The Curriculum Manager requests code and informs SEM Team when code is live.

|  |  |
| --- | --- |
| Code requested and date of request. |  |

**Step 9: Application Opened**

The program is LIVE.

|  |  |
| --- | --- |
| Application: launch with new code to open 1st term to be offered. |  |

**Programs will be informed when their offering is ‘live.’**