

First, Schools and Colleges go through their own internal approval processes for courses.

The UCC Process

- If a course falls into one of the following categories, it will need UCC review.
 - Creating a brand new course
 - Updating a course title
 - Updating a course description/revision
 - Updating a cross listing
 - If one or both courses do not already exist
 - If correcting a mistake or other minor changes, email the UCC and courses@ucdenver.edu first to see if an NOI needs to be submitted
- **UPDATE!!! Starting 10/16/19-** Please do not send the Registrar's Office CPFs until they have been through the UCC process.
 - If a CPF was sent to our office prior to 10/16/19; we will assume you have sent this over to the UCC and we will process the CPF once we see it on the spreadsheet sent by the UCC (see process below).
 - It is your school/college/program's responsibility to follow up with the UCC to make sure your courses are on the weekly spreadsheets.
 - If you are not receiving the weekly spreadsheets sent by the UCC, please email UCC@ucdenver.edu. The Registrar's Office is not a part of this process.
- UCC process outlined in the following steps.
 - 1) Submit a Notice of Intent (NOI) to the UCC (ucc@ucdenver.edu).
 - a. *The Registrar's Office does not need to be included on this email.*
 - b. The NOI is not a form. It just needs to be a description of the course/title/revision in an email to the UCC.
 - 2) The UCC will send out the NOI for school/college review and will add to their weekly spreadsheet which is sent out on Fridays.
 - a. Make sure your NOI is on the NOI tab of the weekly spreadsheet. If you do not see it on the spreadsheet, contact the UCC.
 - i. To ensure your NOI is on the spreadsheet for the weekly review, have these submitted by Thursday.
 - 3) Wait One Week.
 - a. This one week waiting period is so that schools/colleges/programs can review the NOIs and contact each other if they have questions about a course on the spreadsheet
 - 4) At the end of Week 1 (by the following Thursday), submit a full CPF to the UCC for school/college review (see process outlined below).
 - a. Course Coordinator fills out the [Course Proposal Form](#) (CPF) on the Registrar website and this form and will receive via email (This process may vary slightly by School and College depending on who fills out the CPF).
 - b. Course Coordinators will forward the CPF to the UCC for review at the end of Week 1.
 - c. As per the update starting 10/7/19- the Registrar's Office does not need to be CC'ed on these emails.
 - 5) The UCC will send the spreadsheet out again on Friday. Make sure your CPF is showing on the 2nd tab (Full Course Proposals).

- a. This tab will also tell you what day your CPF will be approved if there are no objections by other schools and colleges
- 6) Wait One Week.
 - a. This one week waiting period is so that schools/colleges/programs can review the CPFs and contact each other if they have questions about a course on the spreadsheet
- 7) Once your CPF has been approved by the UCC, the course coordinator must send the approved CPF to the courses@ucdenver.edu email for processing.
 - a. The Registrar's Office must receive the version that the Associate Dean OR CPF "signature authority" for your school/college/program has approved.

An example of a timeline:

- 1) Your department approves a new course on Monday, 9/16/19.
- 2) You create an NOI and send to the UCC by Wednesday, 9/18/19.
- 3) The course is on the Friday, 9/20/19 spreadsheet on the NOI tab.
- 4) You wait a week and have not received any objections from other schools or college.
- 5) You submit your full CPF by Thursday, 9/26/19.
- 6) You see your course has now moved to the Full Course Proposals tab on the Friday, 9/27/19 spreadsheet and it says that you will have approval on Friday, 10/4/19 (assuming there are no objections).
- 7) You wait a week. If you do not receive any objections, you can send your full CPF to the Registrar's Office for processing on Friday, 10/4/19.

The Non-UCC Process

- If a course falls into one of the following categories, it does not need UCC review.
 - Deactivating or reactivating a course
 - Updating a requisite
 - Changing prefix or number
 - Technical change to course (credit hours, repeat, component, attribute)
 - Independent studies, master thesis, dissertation, or special topics that are being offered once
 - Updating a cross listing
 - Both courses already exist
- The CPF process is outlined below
 - 1) Course Coordinator fills out the Course Proposal Form (CPF) and this form will be emailed to the course coordinator (This process may vary slightly by School and College depending on who fills out the CPF).
 - 2) Next, you must forward the form to the Associate Dean or CPF "signature authority" for your school/college/program.
 - 3) Finally, The Registrar's Office will NOT see nor process this form until the Associate Dean or CPF "signature authority" sends it to courses@ucdenver.edu to demonstrate approval has been obtained.