CU | University of Colorado
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Version: DRAFT-1
NOTE: Highlighted text denotes additional changes from the previous draft.
Draft-0

ADMINISTRATIVE POLICY STATEMENT

1 **Policy Title:** New Degree Program Approval

2 **APS Number:** 1038 **APS Functional Area:** ACADEMIC/RESEARCH
3

4 **Brief Description:** Provides procedures for the approval of new degree programs.

5 **Effective:** January 1, ~~2018~~2016 (Pending)

6 **Approved by:** President ~~Bruce D. Benson~~Todd Saliman (Pending)

7 **Responsible University Officer:** Vice President for Academic Affairs

8 **Responsible Office:** Office of ~~the Vice President for~~ Academic Affairs

9 **Policy Contact:** Office of ~~the Vice President for~~ Academic Affairs

10 **Supersedes:** ~~Regent Policy 4.J; rescinded~~ New Degree Program Approval, January 1, 2018

11 **Last Reviewed/Updated:** January 1, ~~2018~~2026 (Pending)

12 **Applies to:** All campuses
13

14 **Reason for Policy:** Provides procedures the for new degree program approval process, as required by Regent Policy
15 4.B.3.
16

17 I. **INTRODUCTION**
18

19 APS 1038 was adopted following the rescission of regent policy 4.J, effective January 2018. Procedures for
20 new degree program approval were formerly captured in regent policy 4.J.
21

22 The Board of Regents approves all new degree programs offered by the University of Colorado. By statute, the
23 Colorado Commission on Higher Education (CCHE) reviews new degree programs to ensure that they are
24 consistent with the institution's statutory role and mission, and for undergraduate programs, the CCHE also
25 must agree to waive requirements if a program does not include the GT-Pathways curriculum or requires more
26 than 120 credit hours.
27

28 Each campus ~~shall~~ must develop processes to implement this APS.
29

30 II. **POLICY STATEMENT**
31

32 A. New Degree Program Approval Process
33

34 1. Campus Review Process
35

36 a. A proposed degree program ~~shall~~ must be consistent with the applicable academic or campus
37 strategic plan.
38

39 b. A proposal ~~shall~~ must be developed by the faculty of any academic unit, through their shared
40 governance process, and forwarded to the dean of the school/college for review and approval.

c. Faculty within the college/school ~~shall~~ must be notified of the proposed program.

d. Where interdisciplinary proposals involve more than one school or college, all participating units ~~shall~~ must participate in the review process.

e. Graduate degree programs may be subject to additional campus review and approval processes, as determined by the provost.

~~e.~~f. The integrity of the campus processes for new degree programs ~~shall~~must be periodically and independently audited relative to the requirements of this APS.

Proposals approved by the dean(s) are forwarded to the provost and chancellor for further review, approval and submission to the system office. A record of campus reviews and approvals ~~shall~~ must be included with the proposals.

2. System Review Process

The vice president for academic affairs ~~shall~~ must review the proposal and associated documents including reviewing with the president, who shall approve forwarding ~~before~~ the proposal ~~is forwarded~~ to the Board of Regents. The vice president ~~shall~~ must verify compliance with CCHE and regent policies.

3. Review and Action by the Board of Regents

Following Bboard of Regent meeting protocol, the vice president for academic affairs ~~shall~~must, with the concurrence of the president, place the proposal on the agenda of the next appropriate meeting of the University Affairs committee. The University Affairs committee will determine if, when, and in what form the proposal will be considered by the full Bboard of Regents. The full Bboard of Regents may request changes to the proposal, approve it, or deny it.~~, and ultimately, on the board agenda for final approval.~~

If the Board of Regents approves the proposed degree, the vice president for academic affairs ~~shall~~must notify CCHE for appropriate review and action.

~~4.~~ B. New Degree Program Implementation and Reporting

1. Each year, the vice president for academic affairs ~~shall~~must report to the Board of Regents on new degree programs ~~approved within~~ that have completed the~~ir previous five years~~fifth year of operation (i.e., Year Five). This report outlined below will act as the first program review for the new degree. For the purposes of this report, the first year of operation is the year students first enrolled.~~ The reports shall compare current enrollment and degree totals with the projections provided in the original proposals. As appropriate, other measures may be included to further describe the progress of the program.~~

2. The report will include:

a. A data table that compares actual headcount enrollment (for residents and non-residents) and number of degrees awarded over the initial five years of the program to the projections from the original new degree proposal.

b. An analysis of program performance relative to the projections in the proposal, which will provide the basis for the goals and plans for the next review period.

c. A set of goals and plans for the degree program for the next review period, approved by the respective dean, provost, and chancellor. The degree goals set forth in the new degree program

97 report will be used when the degree undergoes its next program review (see APS 1019 – Degree
98 Program Review).
99

100 ~~B.~~ C. Guidelines for New Degree Program Proposals
101

102 Expectations and guidance for proposals are located in Appendix A. Templates for enrollment and degree
103 completion projections, and revenue and expenditure projections, are located in Appendix B
104

105 ~~1. Program Description~~
106

107 ~~a. Describe the basic design of the proposed program, including the degree level (baccalaureate,~~
108 ~~masters, doctoral, professional), field of study, and whether it is an interdisciplinary program.~~
109

110 ~~i. If the degree program will subsume or supplant an existing degree program, the proposal for~~
111 ~~the new program shall address the need for the discontinuance of the existing program.~~
112

113 ~~b. Explicitly state the outcomes for students of this program, i.e., what can a student expect to learn~~
114 ~~during the course of the program and what skills will a student have after completing it?~~
115

116 ~~2. Workforce and Student Demand~~
117

118 ~~a. Workforce Demand: Supply evidence of the opportunities available to graduates of this program.~~
119

120 ~~b. Student Demand: Describe the target market and demonstrate evidence of student demand for this~~
121 ~~program.~~
122

123 ~~i. Provide realistic enrollment projections for the program for the first five years (template~~
124 ~~provided in Appendix A of this APS).~~
125

126 ~~Explain the methodology and assumptions used to project enrollment and completion data.~~
127 ~~Relevant information might include national or regional enrollment trends in similar programs~~
128 ~~and projected new demand from industry in the service area.~~
129

130 ~~ii. If applicable, explain how the program design will address the needs of part-time, working~~
131 ~~students.~~
132

133 ~~iii. Discuss plans or the potential for online delivery.~~
134

135 ~~3. Role and Mission Criteria~~
136

137 ~~Describe how it supports the mission and fits with the applicable strategic plan of the campus. Identify~~
138 ~~particular institutional strengths in the proposed program area.~~
139

140 ~~4. Duplication~~
141

142 ~~Address duplication issues with other institutions in the CU system or elsewhere in the state of~~
143 ~~Colorado. Describe any unique characteristics or features of this program that are not duplicated~~
144 ~~elsewhere in the state that would justify the program. Address the impact of duplication on student~~
145 ~~demand.~~
146

147 ~~5. Statutory and CCHE Requirements~~
148

149 ~~a. Describe how the proposed program conforms to statutory requirements, such as the 120 credit~~
150 ~~hour limit for undergraduate degrees, GT Pathways and the Student's Bill of Rights.~~
151

152   b. ~~Provide the anticipated Classification of Instructional Programs (CIP) code for the proposed~~
153   ~~program, which is required by CCHE for entry of program information into the Student Unit~~
154   ~~Record Data System (SURDS).~~
155
156   6. ~~Curriculum Description~~
157
158   a. ~~Describe the program requirements, including total credit hours, credit hour distribution, methods~~
159   ~~of delivering the program, field experience, and other pertinent aspects of the curriculum. Explain~~
160   ~~how this curriculum is like or unlike the usual curriculum in this field.~~
161
162   b. ~~Provide a sample curriculum for the program and explicitly identify all new courses being created~~
163   ~~for it.~~
164
165   7. ~~Professional Requirements or Evaluations~~
166
167   a. ~~Where pertinent, describe any regional or professional accrediting association or licensing~~
168   ~~requirements that helped shape the curriculum of the proposed program. Specify the effect of~~
169   ~~these requirements on the length of the program, restrictions on program content or mode of~~
170   ~~delivery, and any budgetary requirements, such as minimal staffing levels, and equipment needs.~~
171
172   b. ~~Identify timetables, if needed, that have been established to meet the professional requirements.~~
173
174   c. ~~Describe qualifications of the proposed program's faculty.~~
175
176   8. ~~Institutional Factors~~
177
178   a. ~~Explain how the implementation of this program will affect other instructional, research, or~~
179   ~~service programs on campus. Describe the impact on existing resources, including libraries,~~
180   ~~educational spaces, and computer and laboratory resources. Explain how the implementation will~~
181   ~~affect other CU campuses.~~
182
183   b. ~~When a new program fundamentally depends upon a department in a different school/college, a~~
184   ~~letter of support from that school/college's dean shall be included with the proposal.~~
185
186   c. ~~Describe formal relationships with other parties that are anticipated, such as inter-institutional~~
187   ~~arrangements, resource sharing, cooperative programs, clinical affiliations, etc. Describe and~~
188   ~~explain the type and extent of the relationship and the resources that the affiliating institution will~~
189   ~~provide. A copy of any draft contracts or agreements shall be included as appendices.~~
190
191   9. ~~Physical Capacity and Needs~~
192
193   a. ~~Provide space estimates for program space requirements. Base the projections on existing and~~
194   ~~five-year space planning assumptions and program size data from curriculum and student load~~
195   ~~projections and projected use of special or dedicated facilities, such as laboratories.~~
196
197   b. ~~Describe program delivery and space requirements, identifying additional space or equipment~~
198   ~~needs. When significant capital construction or equipment needs are anticipated, provide~~
199   ~~additional information and explanations.~~
200

201   10. ~~Cost Description and Source of Funds~~

202

203   a. ~~Report cost estimates and sources of funds for five years, using the template provided in~~
204   ~~Appendix A of this APS, including the instructions provided with the template. All cost and~~
205   ~~revenue projections for the five years shall be given in constant dollars, i.e., do not include an~~
206   ~~inflation factor. The provost's office shall include and clearly identify institutional overhead~~
207   ~~costs. Specifically, when tuition is shown as a source of revenue, any component of tuition~~
208   ~~returned to campus must be shown as an expense.~~

209

210   b. ~~Program costs shall include operating, faculty start-up, and capital start-up needs. Estimates of~~
211   ~~operating costs shall be based on the delivery of the courses and services defined for the program.~~
212   ~~Administrative costs shall be factored in. Program budgets shall be calculated in a realistic~~
213   ~~manner. For example, additional work generated by the operation, management, and oversight of~~
214   ~~a new program shall not be claimed to be absorbed into the workload of existing staff and faculty~~
215   ~~without an explanation of what other work will be reassigned or discontinued to make room for~~
216   ~~the new workload.~~

217

218   c. ~~A proposal shall include a written statement from the dean verifying adequacy of resources to~~
219   ~~support the new program, as outlined in the program's budget, and confirming that projected~~
220   ~~resources are reasonable.~~

221

222   11. ~~Other Relevant Information~~

223

224   ~~Campuses may include any other information deemed relevant to support new program proposals. The~~
225   ~~Board of Regents may request additional information pertinent to specific issues raised during their~~
226   ~~examination of new degree program proposals.~~

227

228 III.   **HISTORY**

229

230   •   Adopted: January 1, 2018; APS 1038 replaces regent policy 4.J, rescinded January 2018. Procedures for
231   new degree program approval were formerly captured in regent policy 4.J.
232   •   Revised: February 22, 2022, updated section II.B.5 to include reference to CIP codes; January 1, 2026
233   (Pending).
234   •   Last Reviewed: ~~January 1, 2018~~January 1, 2026 (Pending)..

235

236

Appendix A

New Degree Program Proposal Expectations and Guidance

1. Program Description

   a. Describe the basic design of the proposed degree program, including the degree level (baccalaureate, postbaccalaureate, masters, doctoral, professional), field of study, and whether it is an interdisciplinary degree program.

      i. If the degree program will subsume or supplant an existing degree program, the proposal for the new degree program ~~shall~~ must address the need for the discontinuance of the existing degree program.

   b. Explicitly state the outcomes for students of this degree program, i.e., what can a student expect to learn during the course of the degree program and what skills will a student have ~~after~~ upon~~completing it~~ completion?

2. Workforce and Student Demand

   a. Workforce Demand: Supply evidence of the opportunities available to graduates of this degree program.

   b. Student Demand: Describe the target market and demonstrate evidence of student demand for this degree program.

      i. Provide realistic enrollment and degree completion projections for the degree program for the first five years (template provided in ~~Appendix A~~Appendix B of this APS). These projections will be included in the new degree report described in Section II.B of this APS.

         Explain the methodology and assumptions used to project enrollment and completion data. Relevant information might include national or regional enrollment trends in similar degree programs and projected new demand from industry in the service area.

      ii. If applicable, explain how the degree program design will address the needs of part-time, working students.

      iii. Discuss plans or the potential for online delivery.

3. Role and Mission Criteria

   Describe how ~~it~~ the degree program supports the mission and fits with the applicable strategic plan of the campus. Identify particular institutional strengths in the proposed degree program area.

4. Duplication

   Address duplication issues with other institutions in the CU system or elsewhere in the state of Colorado. Describe any unique characteristics or features of this degree program that are not duplicated elsewhere in the state that would justify the program. Address the impact of duplication on student demand.

5. Statutory and CCHE Requirements

   a. Describe how the proposed degree program conforms to statutory requirements, such as the 120 credit hour limit for undergraduate degrees, GT Pathways and the Student~~'s~~ Bill of Rights (C.R.S. § 23-1-125 (2022).

b.   Provide the anticipated Classification of Instructional Programs (CIP) code for the proposed degree program, which is required by CCHE for entry of program information into the Student Unit Record Data System (SURDS).

6.   Curriculum Description

a.   Describe the degree program requirements, including total credit hours, credit hour distribution, methods of delivering the program, field experience, and other pertinent aspects of the curriculum. Explain how this curriculum is like or unlike the usual curriculum in this field.

b.   Provide a sample curriculum for the degree program and explicitly identify all new courses being created for it.

7.   Professional Requirements or Evaluations

a.   Where pertinent, describe any regional or professional accrediting association or licensing requirements that helped shape the curriculum of the proposed degree program. Specify the effect of these requirements on the length of the degree program, restrictions on degree program content or mode of delivery, and any budgetary requirements, such as minimal staffing levels, and equipment needs.

b.   Identify timetables, if needed, that have been established to meet the professional requirements.

c.   Describe qualifications of the proposed degree program's faculty.

8.   Institutional Factors

a.   Explain how the implementation of this degree program will affect other instructional, research, or service programs on campus. Describe the impact on existing resources, including libraries, educational spaces, and computer and laboratory resources. Explain how the implementation will affect other CU campuses.

b.   When a new degree program fundamentally depends upon a department in a different school/college, include a letter of support from that school/college's dean shall be included with the proposal.

c.   Describe formal relationships with other parties that are anticipated, such as inter-institutional arrangements, resource sharing, cooperative programs, clinical affiliations, etc. Describe and explain the type and extent of the relationship and the resources that the affiliating institution will provide. A copy of any draft contracts or agreements shall be included as appendices.

9.   Physical Capacity and Needs

a.   Provide space and equipment estimates for degree program space and equipment requirements identifying additional space or equipment needs. Base the projections on existing and five-year space planning assumptions and program size data from curriculum and student load projections and projected use of special or dedicated facilities, such as laboratories.

b.   Describe program delivery and space requirements, identifying additional space or equipment needs. When significant capital construction or equipment needs are identified in 9.a. anticipated, provide additional information and explanations.

10. Cost Description and Source of Funds

   a. ~~Report~~ Project costs and revenues and describe other ~~estimates and~~ sources of funds beyond tuition for the degree program for five years, using the template provided in ~~Appendix A~~ Appendix B of this APS, including the instructions provided with the template. All cost and revenue projections for the five years ~~shall~~ must be given in constant dollars, i.e., do not include an inflation factor. ~~The provost's office shall i~~Include and clearly identify institutional overhead costs. Specifically, when tuition is shown as a source of revenue, show any component of tuition returned to campus ~~must be shown~~ as an expense.

   b. ~~Program costs shall i~~Include operating, faculty start-up, and capital start-up needs in estimates of degree program costs. Base ~~E~~estimates of operating costs ~~shall be based~~ on the delivery of the courses and services defined for the degree program. Factor in ~~A~~administrative costs ~~shall be factored in~~. Calculate degree ~~P~~program budgets ~~shall be calculated~~ in a realistic manner. For example, do not claim that additional work generated by the operation, management, and oversight of a new degree program ~~shall not be claimed to~~will be absorbed into the workload of existing staff and faculty without an explanation of what other work will be reassigned or discontinued to make room for the new workload.

   c. ~~A proposal shall i~~Include a written statement from the dean verifying that the degree program's cost description and source of funds are reasonable and adequate ~~adequacy of resources~~ to support the new degree ~~program, as outlined in the program's budget, and confirming that projected resources are reasonable~~program.

11. Other Relevant Information

   Include ~~Campuses may include~~ any other information deemed relevant to support ~~new~~ the degree program proposals or requested by ~~. T~~the Board of Regents ~~may request additional information pertinent to specific issues raised~~ during their examination of ~~new degree program~~ the proposals.

Appendix A-3

377 **Appendix B**

378 **New Degree Proposal Data Templates**

379 **Download Enrollment & Budget Excel Templates**

380

381 Estimates provided in the tables should be explained in the degree proposal.

382

383 **Estimated Enrollment and Degree Completions**

384 Download Enrollment & Budget Excel Templates

385

	Year 1	Year 2	Year 3	Year 4	Year 5	Full Implementation
Resident Headcount						
Nonresident Headcount						
Total Headcount						
Resident FTE						
Nonresident FTE						
Total FTE						
Degrees Awarded						

386

387 **Revenue/Expenditure Estimates**

	Year 0[1]	Year 1	Year 2	Year 3	Year 4	Year 5
Projected Revenues						
Resident Tuition Revenue						
Nonresident Tuition Revenue						
Fee Revenue						
Total Tuition & Fee Revenue						
Institutional Investment						
Other Revenues						
Institutional reallocation (explain)						
TOTAL PROGRAM REVENUE						
Start up Costs[1]						
Capital Construction/Renovation						
Equipment Acquisitions						
Library Acquisitions						
Other						
Projected Expenditures						
Tenured/Tenure Track Faculty						
Non-Tenure Track Faculty						
Financial Aid specific to program						
Program Administration						
Instructional Materials						
Equipment/Supplies						
Campus Overhead[2]						
Fee Expenses						
Other Operating						
TOTAL PROGRAM EXPENSES						
NET REVENUE						

388

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[1] Costs that occur prior to enrolling students should be entered in the "Year 0" column.

[2] If no campus overhead, explain.