

Curriculum Requirements Approval Matrix

 Approve	 Notify	 Vote	 HLC Review	 Process	Document Requirements in Addition to CourseLeaf Proposal Form)	Chair/Dean	Budget Officer	Sr. VP Budget & Planning	Office of Assessment and Accreditation	Sr. VP Academic Affairs	Deans Council	Grad or Undergrad Council	Provost	FEAC	Board of Trustees	Registrar	Graduate Education	PLANNING AND TIMING CONSIDERATIONS FOR NEW AND EXISTING PROGRAMS - Generally, program changes should align with the University's academic year and the annual publication of bulletins. - The April Graduate Council and Undergraduate Council meetings are the final meetings at which business may be conducted for inclusion in the Bulletins. NEW GRADUATE PROGRAMS Recruiting cycles for graduate programs begin a year in advance of the program launch. PROPOSALS REQUIRING HLC REVIEW Program proposals, for both existing and new programs, which require HLC review may require anywhere from three to six additional months to receive approval,.
Program Maintenance Changes																		
Includes changes to courses, non-course requirements, addition or elimination of tracks, specializations																		
Notice-Only Actions																		
New concentration					Informational Memo													
New continuing education certificate, micro-credential, or academic badge					Informational Memo													
Closure of a concentration or a credential from a continuing education program					Informational Memo													
Creation of or renaming of a department					Informational Memo													
Creation of a secondary major					Informational Memo													
Vote-Required Actions																		
Closure of a degree					Cover Sheet													WHEN IS ACCREDITATION (HLC) REVIEW NEEDED? The Higher Learning Commission (HLC) may require notification or approval before substantive program changes can be implemented. If your proposal involves any of the categories below, consult the Accreditation Liaison Officer early in the process. 1. NEW PROGRAMS AND LOCATIONS Review may be required when proposing: - A program that represents a significant departure from DU's existing academic offerings. - A reduced-credit bachelor's degree program. - A program offered at a location other than DU's Denver campus. 2. CHANGES TO EXISTING PROGRAMS Review may be required when proposing: - Changes affecting 25% or more of a degree program's curriculum. - Changes affecting more than 50% of a certificate program's curriculum. - Changes to a program's primary delivery method (e.g., in-person to online). - Changes to the primary instructional location. 3. PROGRAM SUSPENSION OR CLOSURE Program suspensions and closures may require accreditation review and the development of a teach-out plan to ensure currently enrolled students can complete their program. 4. CONTRACTUAL ARRANGEMENTS Review may be required when an external organization will deliver a portion of a program's curriculum or provide instruction that counts toward program completion.
Closure of a dual degree, major, minor, or academic certificate					Cover Sheet													
Changes including credit hours, delivery modality, required coursework from other departments, and resource-related changes, HLC substantive changes					Cover Sheet													
New Programs (Vote Required)																		
New degree					Concept Proposal/ Cover Sheet													
New major					Concept Proposal/ Cover Sheet													
New minor					Concept Proposal/ Cover Sheet													
New certificate (academic - excluding specialized certificates)					Concept Proposal/ Cover Sheet													
New specialized certificate					Concept Proposal/ Cover Sheet													
New dual degree (existing degrees)					Concept Proposal/ Cover Sheet													