New Transfer Academic Program Approval Form

For SBCCOE Delegate Approval Authority Signature, email completed form to Landon.Pirius@cccs.edu

For Final Approval Form submission, go to: https://internal.cccs.edu/academic-affairs/program-approval/

Date of Pre-Approval Request:	
College Name:	
College Contact for this Proposal: (Name and Email)	
Title of Proposed New Program:	
Title of Credential:	
Does this program require new course approval?	☐ YES ☐ NO
Anticipated Program Initiation Date:	
Description of Proposed New Program:	**Directions:** Summarize any investigative research, academic development, student interest, and/or any business/industry or service involvement that led to the generation of the idea for the proposed academic program.

SBCCOE Delegated Approval Authority Signature

_____   _____

LANDON K. PIRIUS,   **DATE**
VICE CHANCELLOR FOR ACADEMIC AND STUDENT AFFAIRS

New Transfer Academic Program Approval Checklist

		Projected Date of Completion
☐	1. Download the Transfer Academic Program Approval Form and Checklist	
☐	2. Internal College Approval Processes a. Obtain College Curriculum Committee approval	

☐	3. New Course Approval Process
	   a. Submit Courses for approval to State Faculty Curriculum Committee for review and approval
	   b. Once approved, VP Council approval also required	

☐	4. Governance Approval from SBCCOE
	   a. **NOTE:** This authority has been delegated to Landon Pirius, Vice Chancellor for Academic and Student Affairs
	   b. Submit Program Approval Form for signature to Landon.Pirius@cccs.edu	

☐	5. Final CCCS Approval
	   a. Complete the Online Program Approval Request Submission Form
	   b. Program will then move to CCCS Catalog, Curriculum, and Schedule Manager for processing	

☐	6. HLC Approval or Notification
	   a. College submits Program to Higher Learning Commission for review and approval
	      • **NOTE:** If the program is at the main campus and is not going to change course delivery and there are no substantive changes, an email notification to the liaison may be all that is needed.	

☐	7. DOE Approval a. College submits program to Department of Education for review and approval	
☐	8. CDHE Role and Mission Review a. CCCS staff sends to CDHE	

☐	9. CCCS Internal Processing
	   a. CCCS Catalog, Curriculum, and Schedule Manager processing
	   b. CCCS Finance Office is notified
	   c. CCCS IT processes	

☐	10. DHE Data Collection a. CCCS will notify CDHE to add to SURDS	