

Office of the Registrar Timelines for Special Online Programs (on Coursera)

While the Office of the Registrar does not approve/deny academic program (degree or certificate) proposals, the setup of programs in various systems and publications cannot occur until they are formally approved through all required channels. Academic departments may stage corresponding academic subject code (prefix) requests and course proposals in the curriculum inventory management system (CIM) ahead of formal approval, but they should not be submitted until the program is approved. The items below are listed in the order in which they should take place when a new program is approved.

Item	Main Campus/CE Deadline	B3 Deadline	
<p>Course Proposals/Edits Must gain approval by all required parties in CIM by the deadline.</p>	<p>Fall: July 1 Spring: Nov. 1 Summer: March 1</p>	<p>Fall 1: July 1 Spring 1: Nov. 1 Summer 1: March 1</p>	<p>Fall 2: Wed. after Labor Day Spring 2: Wed. before Spring census date Summer 2: Wed. after Memorial Day</p>
<p>Class Scheduling B3 Schedulers have direct access to schedule/modify classes up until one week prior to enrollment beginning for session 1 of a given term. After this date, Academic Scheduling in the RO schedules/modifies classes on behalf of programs.</p>	<p>Fall: census date (third Friday) of term Spring: census date (third Friday) of term Summer: varies by session</p>	<p>Fall 1: Wed. after Labor Day Spring 1: Wed. before Spring census date Summer 1: Wed. after Memorial Day</p>	<p>Fall 2: Nov 1 Spring 2: March 1 Summer 2: July 1</p>
<p>Catalog Updates All submissions must be approved by this deadline.</p>	<p>mid-February, RO publishes in April</p>	<p>July 1, RO will publish on August 15</p>	
<p>Degree Audits Audits are based on the catalog, see row above</p>	<p>First week in March, RO will code into the audit by June 1</p>	<p>July 1, RO will code audits by August 15</p>	

Calendar & Term Set-Up*	<p>This process happens 3x/yr, at least two terms in advance.</p> <p><i>Changes to the current 6x/yr enrollment model that would require changes to this calendar should be discussed at least one year in advance.</i></p>	
Matriculation/Term Activation*	<p>These processes run continuously throughout the year.</p> <p><i>Changes to B3 that impact how matriculation/term activation happen would require at least one term's notice to adjust.</i></p>	
Grading	<p>Grades are due four days after the class final.</p>	<p>Grades are due 10 days after the class ends.</p> <p>The RO will distribute grade lists received from Coursera two business days after the end of a session. Grades must be reviewed/approved within one week.</p>
Grade Replacement*	<p>Grade replacement is processed 6x/yr at the conclusion of each grading.</p> <p><i>Changes to the grade replacement policy that impact B3 would require at least two term's notice to adjust.</i></p>	
Academic Standing	<p>Academic standing should be evaluated prior to the start of the next term.</p>	<p>Academic standing should be evaluated before the 14th day of the following term, so that students can drop enrollment in Session 1 if needed based on their standing.</p>
Performance-Based Admission*	<p>Performance-based admission is processed 6x/yr at the conclusion of grading and grade replacement.</p> <p><i>Changes to the performance-based admission process (excluding course requirements) would require at least two term's notice to adjust.</i></p>	
Credential Conferral*	<p>Degrees and certificates are conferred 6x/yr at the conclusion of grading, grade replacement, and performance-based admission.</p> <p><i>Changes to conferral (excluding course requirements) would require at least two term's notice to adjust.</i></p>	

*For CU on Coursera students, this process does not require submission/confirmation of information from stakeholders outside the Office of the Registrar.