Adams State College
Graduate School
Initial Cohort/Site/Program Approval Procedure

- Internal Graduate School approval forms are required for all of the following that include new or revised curriculum:
  - All new cohorts: (online or off-campus), new sites, new programs or degrees including:
    - a new emphasis within an existing degree, and new endorsement programs that may include non-degree course work.
- The department will create the cost benefit analysis and budget based on the information provided in the internal approval forms.

I. Initial program or curriculum approval – Includes degree, cohorts, new emphasis within an existing degree, or new endorsement involving non-degree course work:
   1. Internal Grad School approval forms for each new program or cohort:
      (Forms GS 1001 & GS 1002)
   2. Cost analysis discussion and signature: (Budget office)
   3. Grad Council approval:
      - The following items should be taken to Grad Council
      - Admission requirements
      - Degree Plan
      - Institutional Syllabi
      - First 2 year or first cohort course schedule
   4. Cabinet approval (APGS takes to Cabinet)
   5. BOT approval (APGS takes to BOT)
   6. CDHE approval or notification (APGS takes to CDHE)
   7. CDE approval if TED program (Department takes to CDE)
   8. Notification to HLC if an existing department (APGS notifies HLC liaison; adds to HLC website)
      - If a new program in a new department, would have to follow HLC process for approval

II. Initial or additional cohort approval – off-campus, online or hybrid, cash funded or state funded:
   1. Internal approval forms for each cohort: (Forms GS 1001 & GS 1002)
   2. Cost analysis discussion and signature: (Budget Office)
   3. Initial cohort: Graduate Council and Cabinet approval
      Additional cohort: Graduate Council and Cabinet notification
      (APGS and/or APES takes to Cabinet)
III. **Initial site approval:**
1. Internal approval forms for cohort at new site: (Forms GS 1001 & GS 1003)
2. Cost analysis discussion and signature: (Budget Office)
3. Graduate Council approval
4. Cabinet approval (APGS and/or APES takes to Cabinet)
5. BOT approval (APGS takes to BOT)
6. Notification to CDHE (APGS notifies)
7. Notification to HLC (APGS adds site to HLC website)

**Notes: HLC Fee Structure and New Site Approvals:**

- Sept. 1, 2008, the CDHE announced a new fee structure for fiscal year 2008-09. The Commission will bill $300 for staff actions and $650 for staff recommended changes. The Commission revised its processes for providing prior approval of off-campus sites where institutions offer 50% or more of a program. In addition, they have also determined that we must review and approve every location even if it serves fewer than 100 students.

- Starting 12/07, the Commission will require that every institution initiating one or a group of off-campus sites has to undergo a formal commission approval process prior to initiating the site(s). Upon submission, the institution request undergoes a review process. Beginning 9/1/08, the institutions will be charged a flat fee of $650 per submission unless it requires additional Committee Review.

**REP Programs**

- Regional Educational Provider rules still apply for state-funded programs.
  - If any of our state-funded programs wish to go into an area that has an REP provider, they must request permission from that institution.

- Regional Educational Provider rules do not apply to cash-funded programs.
  - If program is going outside our REP, the institution in that area should be notified by the APGS, APES or their designee.