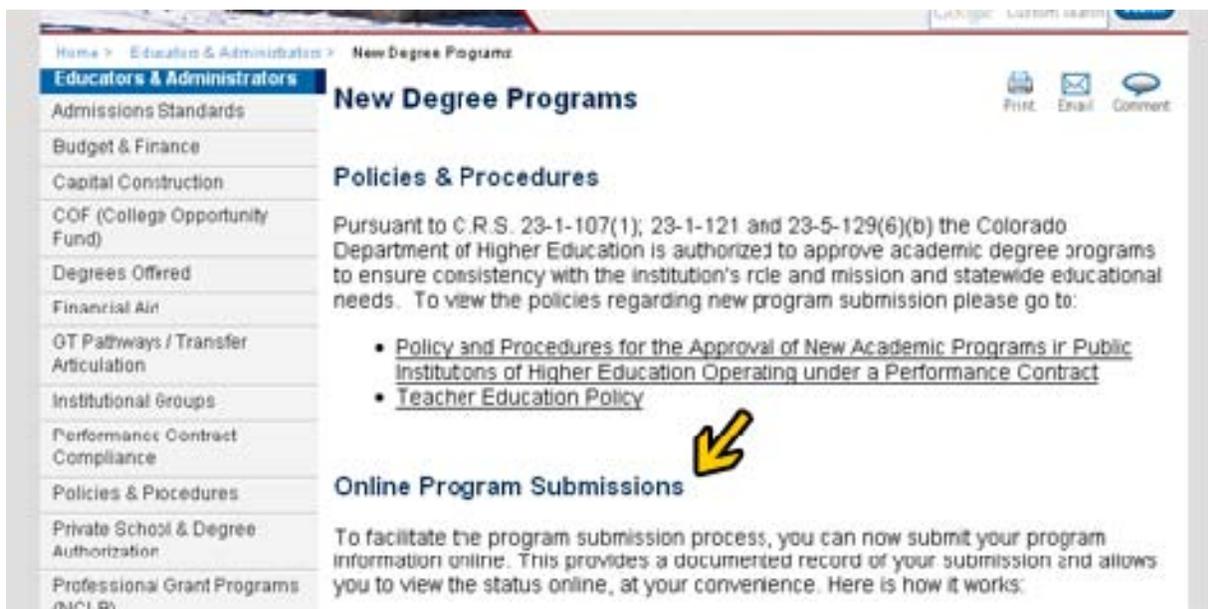


## New Degree Programs, Online Submission Process

From the Department of Higher Education website ([highered.colorado.gov](http://highered.colorado.gov)), visit the “Educators & Administrators” page. In the “How Do I” section on the right side of the page, click “Propose a New Degree.” This link will take you to the “New Degree Programs” summary page.

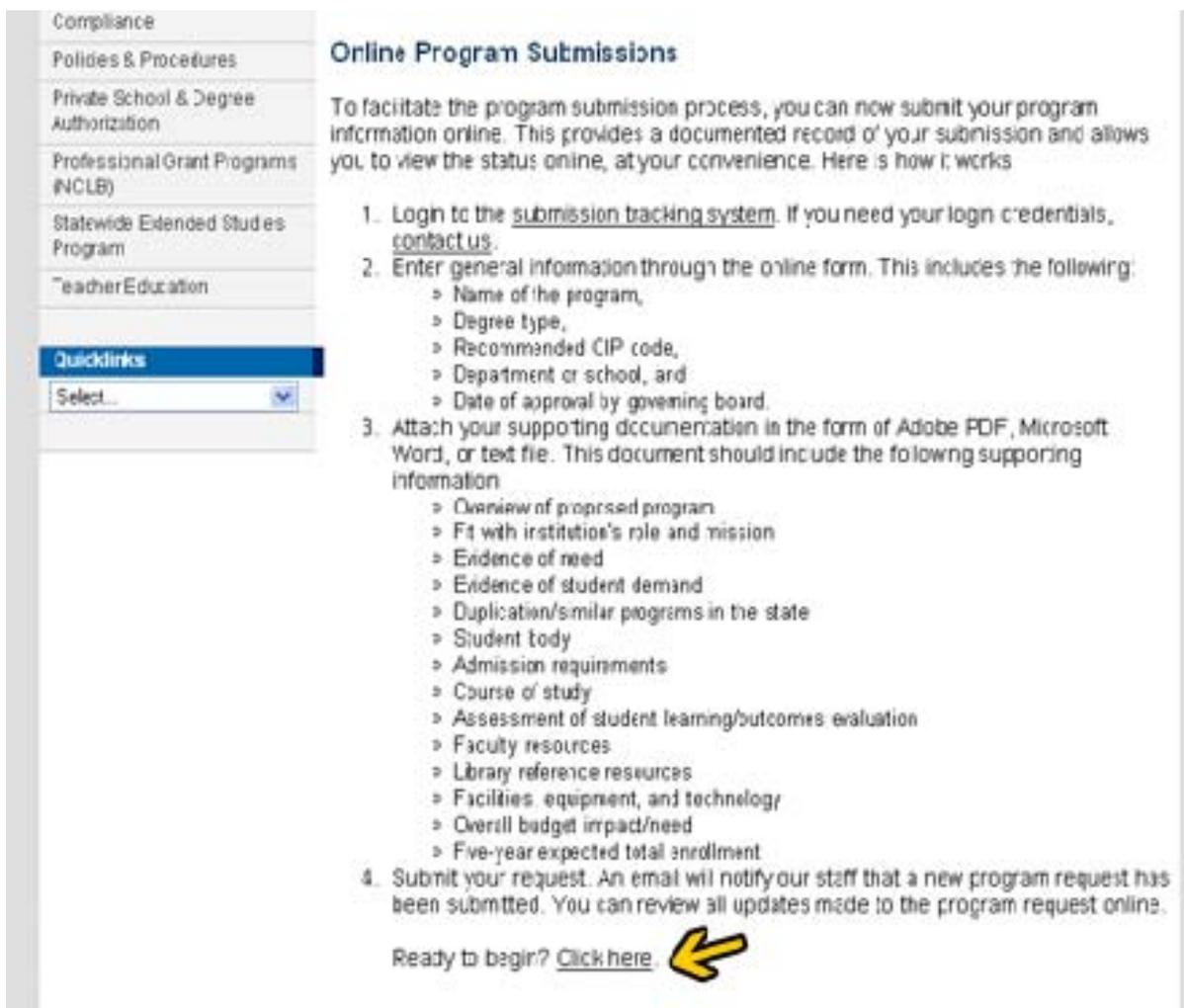


On the “New Degree Programs” page, scroll down to the section labeled “Online Program Submissions.”



In the "Online" section, review the procedure and the information required. Before logging into the system, you should combine your supporting documentation into one document. This may be a Microsoft Word (.doc), Adobe PDF (.pdf) or plain text document (.txt). This document will be attached to the online submission.

After preparing your documentation, click the "Click here" link and enter your login credentials.



The screenshot shows a website interface. On the left is a vertical navigation menu with the following items: Compliance, Policies & Procedures, Private School & Degree Authorization, Professional Grant Programs (INCLB), Statewide Extended Studies Program, Teacher Education, and a highlighted 'Quicklinks' section containing a 'Select...' dropdown menu. The main content area is titled 'Online Program Submissions' and contains the following text and list:

To facilitate the program submission process, you can now submit your program information online. This provides a documented record of your submission and allows you to view the status online, at your convenience. Here is how it works:

1. Login to the [submission tracking system](#). If you need your login credentials, [contact us](#).
2. Enter general information through the online form. This includes the following:
  - > Name of the program,
  - > Degree type,
  - > Recommended CIP code,
  - > Department or school, and
  - > Date of approval by governing board.
3. Attach your supporting documentation in the form of Adobe PDF, Microsoft Word, or text file. This document should include the following supporting information:
  - > Overview of proposed program
  - > Fit with institution's role and mission
  - > Evidence of need
  - > Evidence of student demand
  - > Duplication/similar programs in the state
  - > Student body
  - > Admission requirements
  - > Course of study
  - > Assessment of student learning/outcomes evaluation
  - > Faculty resources
  - > Library reference resources
  - > Facilities, equipment, and technology
  - > Overall budget impact/need
  - > Five-year expected total enrollment
4. Submit your request. An email will notify our staff that a new program request has been submitted. You can review all updates made to the program request online.

Ready to begin? [Click here](#) 

From the login screen (below, "New Degree Programs") enter your login credentials provided by the Department of Higher Education. If you do not have credentials, contact us. For your first login, you will be prompted to change your password (below, "Update Email/Password"). At this time, you can also update your name and email address.

Home > Degree Programs > Login

## New Degree Programs

Print Email Comment

### Institution Login

Enter your username and password to gain access to the database.

Username:

Password:

Login

---

## Update Email/Password

Print Email Comment

Enter your existing password and then click "Login". Return to the [main summary page](#).

New Password:

Re-enter New Password:

---

First Name:

Last Name:

New Email Address:

Login

After logging into the system, you will arrive at the main hub (shown below). This serves as a summary page for all programs that have been submitted and/or approved. From this page, you can update your user information (including name, email and password), submit new programs (click name of institution), view updates and approvals of programs (clicking on individual program "last update" column) and end your session (logout).

## Degree Programs Hub



[Edit Name & Password](#) → [Update User Info](#)

Currently logged in **MSC (Logout)** ← [Logout of system](#)

**Degree Program Information Update**  
Submit a New Program/Update for [Mesa State College](#) ← [Enter New Program](#)

### Pending Submissions

<u>Inst</u>	<u>ProgramName</u>	<u>Degree Type</u>	<u>Submit Date</u>	<u>Last Update</u>
MSC	Geographic Information Science and Technology	Certificate(less than one year)	02/28/07	None

### Processed/Approved Submissions

No Approved Submissions

Date will display if record has been updated/approved

Should you have any problems or encounter errors along the way, please contact Heather Delange ([heather.delange@dhe.state.co.us](mailto:heather.delange@dhe.state.co.us)) or Ryan Allred ([ryan.allred@dhe.state.co.us](mailto:ryan.allred@dhe.state.co.us)).