The Office of the Vice Provost for Undergraduate Education is charged with overseeing the entire undergraduate student experience, including assessing outcomes and launching and supporting student-facing campus initiatives. The Office of Undergraduate Education develops and oversees first-year seminars and first-year interest groups; coordinates undergraduate academic policy; coordinates the campus advising structure; and is responsible for the coordination and assessment of campus retention and persistence initiatives.

The vice provost for undergraduate education oversees a variety of programs and offices that aren't affiliated with any single college but that serve all students across campus, including Air Force, Army and Naval ROTC; the Office of International Education; the presidents leadership class; special undergraduate enrichment programs, including the Boettcher and Norlin Scholars and the undergraduate research opportunities program; and the Student Academic Success Center.

Academic policies governing undergraduate education are initiated by the faculty in accordance with the laws of the Board of Regents. The Boulder Faculty Assembly is the largest of the faculty governance organizations and it interfaces with additional faculty governance groups in the colleges through a series of liaison relationships. Several advisory bodies are in place for the vice provost for undergraduate education, comprised of students, faculty and administrators The Office of Undergraduate Education works closely with the offices of the vice chancellor for student affairs and the associate vice chancellor for enrollment management. The vice provost for undergraduate education reports to the provost.