How Do I Submit a New Course Proposal for Review?

If you wish to submit a new course (or make more than a minor change to an existing course), here are the steps that you will need to follow:

1. Review the “Curriculum Guide” on the UGS website. The University curriculum process—even at the credential and MA level—is managed by UGS.
2. Use the SJSU template to develop an accessible syllabus for your course. The Center for Faculty Development posts the most current template as well as additional information about accessible course materials on their website. If your course is part of a credential program, please be sure to include the appropriate CTC standards in the “Course Learning Outcomes” section.
3. Complete the Lurie College Curriculum Committee’s Course Proposal Check Sheet.
4. Email the following documents to Ashley Lancaster:
   - your accessible syllabus,
   - the completed Course Proposal Check Sheet,
   - the University’s New Course Proposal form (be sure to obtain your department chair’s electronic signature)
   - other pertinent documents (e.g., assignment handouts or grading rubrics)
5. The Curriculum Committee meets on the 4th Wednesday of the month. So that we have time to give full attention to your submission, all course documents must be submitted no later than the second Wednesday of the month. The meetings are held in SH332 and begin at 12 Noon. Please note that the Committee’s schedule is subject to change due to holidays and there are no meetings during exam periods.
6. You are strongly encouraged to attend the meeting during which your proposed course is being reviewed.
7. If the Committee approves the course without any suggested changes, the Associate Dean will sign the New Course Proposal form (and also obtain the Library Liaison’s signature) and forward it to UGS with the approved syllabus. You will be copied on the submission to UGS.
8. If revisions are requested, the committee chair will discuss the specifics with you. Once all changes are approved, please resubmit your final/approved materials to Ashley Lancaster for completion of Step 7.
9. Key university submission deadlines are listed here as well as tracking information.
10. See the Curriculum Flowchart for additional important details including what constitutes a minor course change.