**The Lurie College of Education – San José State University**

**How To Submit A New Course Proposal**

**(Updated 3/2016)**

***Step 1: Know the SJSU Process***

1. Review the [curriculum materials and information](http://www.sjsu.edu/ugs/faculty/curriculum/index.html) posted on the Office of Graduate and Undergraduate Programs (GUP) website. It is your responsibility to know and follow current SJSU curriculum policies.
2. If you are submitting a course for certification in General Education (GE), you will also need to review and follow the information posted on the [GE website](http://www.sjsu.edu/ugs/faculty/ge/newcourses).
3. Work with your department chair and curriculum committee to determine which [SJSU Curriculum Forms](http://www.sjsu.edu/ugs/faculty/curriculum/forms) are appropriate for your situation.
4. Download and review the current [SJSU Accessible Template](http://www.sjsu.edu/cfd/teaching-learning/accessibility/index.html).
5. Plan ahead! The approved forms and the required supporting documentation (syllabus or road map) are due to GUP by the following deadlines: **May 20** for the following Spring semester, and around **November 1/December 20** for the following Fall semester. If you are applying for GE certification, all required documents must be submitted to the Board of General Studies via GUP by **October 1 for the following Fall** and **March 1 for the following Spring** certification.

***Step 2: Department Curriculum Committee Approval***

1. Use the SJSU Accessible Template to develop your syllabus.
2. Submit your course materials to your department curriculum committee for approval.
3. Have your department chair and the chair of the department curriculum committee provide the appropriate information and their e-signatures on the Lurie College New Course Proposal Form.

***Step 3: LCOE Curriculum Committee Approval***

1. Complete the Lurie College of Education New Course Proposal Form.
2. Email the following set of documents to the Associate Dean by the 2nd Wednesday of the month:

* Your accessible syllabus
* The completed Lurie College New Course Proposal Form
* The University’s New Course Proposal Form (with your chair’s e-signature)
* Any supporting documents (e.g., assignment handouts, grading rubrics, etc.)

1. The LCOE Curriculum Committee meets at 12 Noon on the 4th Wednesday of the month during the academic year. So that the Committee has the time to give your submission its full attention, *all course documents must be submitted no later than the second Wednesday of the month*. Please note meetings are not held during holidays or exam periods.
2. You will be invited to discuss your proposal with the Committee on the day of the review meeting. The Chair will provide you with an approximate time frame.
3. If the Committee approves the course without any required changes, the Associate Dean will sign the SJSU New Course Proposal Form (and obtain the Library Liaison’s e-signature), and send it to GUP with the approved syllabus. You and your department chair will be copied on the submission to GUP.
4. If revisions are required or you wish to make any revisions after the review, the Committee Chair will discuss the specifics with you and provide you with written feedback from the Committee. Once all of the changes have been completed and approved, you will need to submit your final, approved materials to the Associate Dean for the completion of the previous step.
5. Be successful--Avoid these common mistakes!

* Submission of a syllabus that does not comply fully with the current SJSU Accessible Template
* Missing forms or forms that are incomplete or incorrectly filled out
* Submission of materials after the stated deadlines