SJSU Curriculum Approval Process

**Minor Course Change Request:**
- Title Change
- Course Description
- Change to prefix
- Inactive
- Add Prerequisite/Corequisites
- Repeatability/Topics
- Unit Changes (FALL ONLY)
- Component Changes (FALL ONLY)
- Grade Mode (FALL ONLY)

**Experimental/New Course Proposals**
Chair for Approval
College Curriculum Committee (optional)
Dean for Approval
Curriculog routes proposal to committee
New Course with GE will go to UGS and BOGS
New Course may have to go to C&R and/or GS&R
AVP for Undergraduate Education or AD for Graduate Studies Approval and Catalog entry

**Revisions to Programs/Concentrations/Minors**
Chair for Approval
College Curriculum Committee
Dean for Approval
Due from colleges by November 1.
Curriculog routes proposal to committee
AVP for Undergraduate Education or AD for Graduate Studies Approval and Catalog entry

**New Concentrations/Minors, Program Name or Degree Type Changes**
Chair for Approval
College Curriculum Committee
Dean for Approval
Due from colleges by October 1.
Curriculog routes proposal to committee
Undergraduate will go to UGS
Graduate will go to GS&R
C&R Approval
Provost/President Approval
Chancellor Office Approval (if a new concentration)
Catalog Entry

**New Programs or Elevations of Degrees to Full Degrees**
Chair for Approval
College Curriculum Committee
Dean for Approval
Due from colleges by October 1.
Curriculog routes proposal to committee
Undergraduate will go to UGS
Graduate will go to GS&R
C&R Approval
Provost/President Approval
Chancellor Office Approval
Catalog Entry

**PLEASE NOTE:** All due dates listed are for effective dates the subsequent academic year. Lead times for proposal submission are required to ensure the new curriculum can be incorporated into the Schedule of Classes and/or the Academic Catalog. Additionally, proposals requiring approval from the Chancellor’s Office require additional lead time.

**Degree Elevation:**
Due from colleges by October 1.
New Programs (2 year process):
Year 1 - Degree Projection to the Academic Master Plan due from colleges by November 1.
Year 2 - Full program proposal due from colleges October 1.