

INSTRUCTIONS

Graduate and Undergraduate Programs has moved this process to an online web system called Curriculog. This form is for planning purposes only.

Review the approval process at: http://www.sjsu.edu/gup/docs/CurriculumRequest_Flowchart_v5.pdf.

- Fall: November 1 (of previous year)
- Spring: May 20 (of previous year)

If you have questions, or need more information, please visit the Graduate and Undergraduate Curriculum website at <http://www.sjsu.edu/gup/ugs/faculty/curriculum/index.html>

Note: All Graduate Minor Course Changes must be accompanied by a current and accessible syllabus or they will be returned to the department. If you intend to inactivate or change units to a course please ensure you have informed other majors who use the course.

COURSE CATALOG INFORMATION

Course Subject & Number:	Effective Term:
Home Department:	College:
Course Title (50 characters (including spaces)):	
Course Abbreviated Title (18 characters max (including spaces)):	
Inactivate the course?	Yes No
<i>If this course is offered by other majors, please ensure you have informed them of the intent to inactivate.</i>	

NEW CATALOG INFORMATION

New Subject:	New Number:
New Abbreviated Title (18 characters max (including spaces)):	
New Course Title (50 characters (including spaces)):	
New Topic (No more than 18 characters, list additional topics/titles under Comments):	
New Course Description (length should be no more than 40 words). <i>Note: All upper division University courses require at least one prerequisite.</i>	
List any prerequisites:	
List any corequisites:	
Do you wish to have PeopleSoft screening based on your noted pre/co-requisite(s)?	
Grading Method Change:	Current: Proposed:
Unit Change:	Current: Proposed:

Will the course be repeatable for degree credit (NOT grade forgiveness)?	Yes	No																								
If Yes, Repeatable in same semester?	Yes	No																								
How many units of degree credit will be allowed for this class?	Units																									
If Repeatable for Credit, please briefly justify why and indicate how many units of degree credit you will allow. (Students can repeat courses completed with grades of C- or below for grade forgiveness)																										
Course Typically Offered (check all that apply):	Spring	Fall																								
	Winter	Summer																								
Session:	Regular Session	Special Session																								
	Both																									
<p>Course components and staffing formula. Please indicate the course classification (C/S) number(s), number of units and number of hours the course will meet. The descriptions for these C/S number, indicating the number of hours that should be scheduled for each unit for each classification type may be found at http://www.sjsu.edu/gup/docs/Course_Classification_Inf_for_CMS.pdf.</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 5px;">Component</th> <th style="padding: 5px;">CSNumber</th> <th style="padding: 5px;">Hours</th> <th style="padding: 5px;">Units</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Lecture (C1 - C4)</td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Seminar (C5 - C6)</td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Lab (C15 - C16)</td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Activity (C7 - C14, C17 - C21)</td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Supervision (S23 - S48)</td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> </tr> </tbody> </table>			Component	CSNumber	Hours	Units	Lecture (C1 - C4)				Seminar (C5 - C6)				Lab (C15 - C16)				Activity (C7 - C14, C17 - C21)				Supervision (S23 - S48)			
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<p>If this is a multiple component, please indicate how to schedule the course</p> <p style="padding-left: 40px;">Manual: Lecture is linked to a specific lab or activity</p> <p style="padding-left: 40px;">Wild: Lecture may be taken with any lab or activity</p>																										
<p>This class will fulfill the Graduation Writing Assessment Requirement (GWAR) and approved by Graduate Studies?</p> <p style="text-align: center;">Yes No</p>																										
<p>This course requires an off-campus field-trip?</p> <p style="text-align: center;">Yes No</p>																										
<p>This course requires an internship in an off-campus setting or can it be conducted out of state?</p> <p style="text-align: right;">Yes No</p>																										
<p>Comments:</p>																										