

**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](http://www.sjsu.edu/gup/docs/CurriculumRequest_Flowchart_v5.pdf).

Requests should be received in the GUP Office by the stated deadlines below and must include all necessary approvals and attachments.

- 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 Undergraduate 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:

