

# Curriculum Review Process

All curricular proposals are reviewed and recommended for approval as identified. The final step is the designated administrative unit responsible for final approval. Proposals are routed in Curriculog, SJSU's curriculum management software. Review steps by Curriculum, Service Learning, Internship, GEAC, CPGE, Sustainability and Library Liaisons contacts are built into the Curriculog process for proposal validation and notification. If a program or course is owned by multiple departments or colleges, all department and college approvers review the proposal. Minimum proposal requirements for the different types of course and program proposals are defined at [sjsu.edu/curriculum/courses](http://sjsu.edu/curriculum/courses) and [sjsu.edu/curriculum/programs](http://sjsu.edu/curriculum/programs).

The complexity of the curriculum development process requires consultation with departments that **may be affected by curricular proposals and/or should be involved in the curriculum development process**. Due to issues relating to planning and financial considerations, consultation with Deans and Department Chairs/School Directors is of paramount importance early in the curriculum development process. For more information, view [sjsu.edu/curriculum/consultation](http://sjsu.edu/curriculum/consultation).

No curricular revisions or new programs may be publicized *before final approval*. New or changes to existing programs are published in the academic catalog once a year while course descriptions and policies are updated each term. Due dates are normally **one academic year** in advance. For Deadlines, view [sjsu.edu/curriculum/deadlines](http://sjsu.edu/curriculum/deadlines).

## Code for Required Curriculum Review

C	Academic College Designee	DCC	Academic Department Curriculum Committee
CC	Academic College Curriculum Committee	GEAC	General Education Advisory Committee
CPGE	College of Professional and Global Education Designee	GRAD	College of Graduate Studies Designee
CO	Chancellor's Office Designee	GS&R	Graduate Studies and Research Committee
C&R	Curriculum and Research Committee	P	Provost/Vice President for Academic Affairs
DC	Academic Department Chair/School Director	UGS	Undergraduate Studies Committee
		UE	Undergraduate Education Office Designee

## Programs

### Program Revisions

DCC(s) > DC(s) > CC(s) > C(s) > GRAD or UE

\*If major: DCC(s) > DC(s) > CC(s) > C(s) > UGS or GS&R > C&R > GRAD or UE > P > CO (if applicable)

(For Degrees notify WSCUC for new names or degree designations)

### New Degrees/Concentrations/Elevating Concentrations to Degree (For Degrees Notify WSCUC for Sub Change Review)

Pre-Proposal: DCC(s) > DC(s) > Dean's Council/Provost

Full Proposal: DCC(s) > DC(s) > CC(s) > C(s) > UGS or GS&R > C&R > GRAD or UE > P > CO

If pilot: DCC(s) > DC(s) > CC(s) > C(s) > UGS or GS&R > GRAD or UE > P > CO

### New Certificates

DCC(s) > DC(s) > CC(s) > C(s) > Chairs of UGS or GS&R > P (For Certificates, notify WSCUC)

UGS/GS&R Chair will determine if the proposal meets criteria and full committee review is required.

### New Minors/Credentials/Subject Matter Preparation/Honors

DCC(s) > DC(s) > CC(s) > C(s) > UGS or GS&R > C&R > GRAD or UE > P

### Alternative Modalities for Existing Programs

DCC(s) > DC(s) > CC(s) > C(s) > UGS or GS&R > GRAD or UE > CPGE (Budget) (if applicable) > P > CO

(Notify WSCUC)

### New Spartan Accelerated Graduate Education (SAGE) Programs

DCC(s) > DC(s) > CC(s) > C(s) > UGS + GS&R (concurrent) > GRAD + UE (concurrent) > P > CO (notify only)

### **Suspending/Discontinuing Programs**

DCC(s) > DC(s) > CC(s) > C(s) > UGS or GS&R > C&R > GRAD or UE > P > CO (notify only)  
(For Degrees and Certificates, notify WSCUC)

## **Courses**

### **New or Experimental Courses** *(program revision must be submitted if course is to be required in a program)*

DCC > DC > CC > C > GRAD or UE

### **Modifying Existing Courses**

DCC > DC > C > GRAD or UE

### **New Course Sub-Topics**

DCC > DC > CC > C > GRAD or UE

### **General Education Certification**

DCC > DC > CC > C > GEAC > UE

### **Graduate GEAR Certification**

DCC > DC > C > GRAD

### **Adding a Sustainability or High Impact Practice Course Tags (service learning, internship, writing intensive, study abroad, research, FYE, capstone, etc.) to Existing Courses**

DCC > DC > C

### **Inactivation/Reactivation Courses**

DCC > DC > C > GRAD or UE

## **Special Session**

### **New Special Session Program (with defined electives) (for Existing Program)**

DCC > DC > C > GRAD or UE > CPGE

### **New Special Session Degree**

Pre-Proposal: DCC(s) > DC(s) > Dean's Council/Provost

Full Proposal: DCC > DC > CC > C > UGS or GS&R > C&R > GRAD or UE > CPGE (Budget) > P >

CO *(For Degrees, notify WSCUC for Sub Change Review)*

### **New Certificates**

DCC(s) > DC(s) > CC(s) > C(s) > UGS or GS&R > C&R > GRAD or UE > CPGE (Budget) > P (Notify WSCUC)

### **Suspending/Discontinuing Programs**

DCC(s) > DC(s) > CC(s) > C(s) > UGS or GS&R > C&R > GRAD or UE > CPGE (Budget) > P > CO (notify only)  
(For Degrees and Certificates, notify WSCUC)

\*Major Program Revision: Proposals (1) with impacts on other disciplines, including all program name changes; (2) requiring an increase in resources; (3) seeking to increase program total units; (4) changing a degree, concentration, certificate, or minor name; and/or (5) changing degree designation (e.g. BA, BS, MA, MS). Major program revisions require review by the Undergraduate Studies or Graduate Studies & Research Committee as well as the Curriculum & Research Committee. Degree Name or Designation Changes must be submitted for Chancellor's Office approval.

Minor Programs Revisions: Changes may include one or more of the following: course additions or deletions, unit changes, course number changes, or addition, deletion, or changes to preparation for and/or support for the major. Name changes for specializations or tracks are considered minor program revisions.

Reviewed and approved by Curriculum and Research Committee on November 15, 2021.