Curriculum Review Process

All 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, the curriculum management software. Review steps by Curriculum, Service Learning, Internship, CPGE, 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. For Deadlines, view sjsu.edu/curriculum/deadlines.

**Code for Required Curriculum Review**

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<thead>
<tr>
<th>C</th>
<th>CC</th>
<th>CPGE Designee</th>
<th>CO</th>
<th>C&amp;R</th>
<th>DC</th>
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<tbody>
<tr>
<td>Academic College Designee</td>
<td>Academic College Curriculum Committee</td>
<td>College of Professional and Global Education</td>
<td>Chancellor's Office Designee</td>
<td>Curriculum and Research Committee</td>
<td>Academic Department Chair/School Director</td>
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<tr>
<td>DCC</td>
<td>GEAC</td>
<td>GRAD</td>
<td>P</td>
<td>UGS</td>
<td>UE</td>
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<tr>
<td>Academic Department Curriculum Committee</td>
<td>General Education Advisory Committee</td>
<td>College of Graduate Studies Designee</td>
<td>Provost/Vice President for Academic Affairs</td>
<td>Undergraduate Studies Committee</td>
<td>Undergraduate Education Office Designee</td>
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**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)

**New Degrees/Concentrations/Elevating Concentrations to Degree** *(For Degrees Notify WASC 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 Minors/Certificates/Credentials/Subject Matter Preparation/Honors**

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

**Bachelor's and Master's Degree Combined (or 4+1) Programs**

- DCC(s) ➔ DC(s) ➔ CC(s) ➔ C(s) ➔ UGS + GS&R (concurrent) ➔ GRAD + UE (concurrent) ➔ P

**Suspending/Discontinuing Programs**

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

**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 ➔ C ➔ GRAD or UE

**General Education Certification**

- DCC ➔ DC ➔ CC ➔ C ➔ GEAC ➔ UE

**Graduate GWAR Certification**

- DCC ➔ DC ➔ C ➔ GRAD

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

- 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 WASC for Sub Change Review)

New Certificates
   DCC(s) ▶ DC(s) ▶ CC(s) ▶ C(s) ▶ UGS or GS&R ▶ C&R ▶ GRAD or UE ▶ P

Suspending/Discontinuing Programs
   DCC(s) ▶ DC(s) ▶ CC(s) ▶ C(s) ▶ UGS or GS&R ▶ C&R ▶ GRAD or UE ▶ P

*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 August 24, 2020.