

# 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.](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 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)

### 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 GVAR 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.