

**Connie L. Lurie College of Education
Curriculum Committee**

Process to Submit a Proposal to the Curriculum Committee

New Course Proposal: (see Curriculum Guide web site:
<http://www.sjsu.edu/ugs/faculty/curriculum/guide/>)

- Develop an accessible syllabi (green sheet) for the new course
- Develop the Connie L. Lurie College of Education-Curriculum Committee “Course Proposal Check Sheet” by addressing each section.
- Attach the new syllabi to the Course Proposal Check Sheet and present to the Department Curriculum Committee for review and approval
- If approved in the department, get the signature from the Department Curriculum Committee Chair and from the Chair of the Department
- Send this packet (The Course Proposal Check Sheet with the new course syllabus) to the Chair of the COE Curriculum Committee at least two weeks prior to the COE Curriculum Committee meeting (so that committee members have the time to read and review)
- The developer of the new course can attend the COE Curriculum Committee meeting by contacting the Chair of the committee to request attendance
- If the COE Curriculum Committee approves the new course, the Chair will sign the Course Proposal Check Sheet and send the packet on to the Dean’s office for approval. If the committee has suggestions for revision of the proposal, the Chair will communicate the specifics changes requested to the developer of the proposal.
- Complete the “New Course Proposal” (see web site below) from the Undergraduate Studies web site and send with the syllabus to the COE Dean’s office. Electronic signatures needed for this document are the Department Chair, the Library Liaison and the College Dean or designee, who sends it to curriculum@sjsu.edu . New Course Proposal web site: http://www.sjsu.edu/ugs/docs/curric_forms/New%20Course%20Proposal%20V05-1.pdf
- Following the Dean's approval, the proposal is reviewed by the AVP for Graduate Studies
- The deadlines for submission are May 20 for inclusion in the following Spring catalog and December 20 for inclusion in the following Fall catalog.