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 and 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.

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.

### Code for Required Curriculum Review

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<thead>
<tr>
<th>Code</th>
<th>Department/Committee</th>
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<tr>
<td>C</td>
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<td>CPGE</td>
<td>College of Professional and Global Education</td>
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<td>CO</td>
<td>Chancellor’s Office Designee</td>
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<td>Provost/Vice President for Academic Affairs</td>
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<tr>
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<td>Undergraduate Studies Committee</td>
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<tr>
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<tr>
<td>WSCUC</td>
<td>WSCUC Accreditation Commission</td>
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### Programs

#### Program Revisions*

- **Major revisions:** DCC(s) ➔ DC(s) ➔ CC(s) ➔ C(s) ➔ UGS or GS&R** ➔ GRAD or UE** ➔ P ➔ CO (if applicable) ➔ WSCUC (notify only, if applicable)
- **Minor revisions:** DCC(s) ➔ DC(s) ➔ CC(s) ➔ C(s) ➔ GRAD or UE
- **Modality change:** DCC(s) ➔ DC(s) ➔ CC(s) ➔ C(s) ➔ GRAD or UE ➔ CO (notify only) ➔ WSCUC (notify only)

**New Degrees/Concentrations/Elevating Concentrations to Degree**

- **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 ➔ WSCUC (notify only, if applicable)
- **Pilot Proposal:** DCC(s) ➔ DC(s) ➔ CC(s) ➔ C(s) ➔ UGS or GS&R ➔ GRAD or UE ➔ P ➔ CO

**New Certificates/Credentialing Programs/Subject Matter Preparation**

- DCC(s) ➔ DC(s) ➔ CC(s) ➔ C(s) ➔ Chairs of UGS or GS&R ➔ P ➔ WSCUC (notify only, if applicable)

*UGS/GS&R Chair will determine if the proposal needs to be reviewed by the full committee.*
New Minors/Honors
DCC(s) ▶ DC(s) ▶ CC(s) ▶ C(s) ▶ UGS or GS&R** ▶ GRAD or UE** ▶ P

Adding Version of an Existing Program with Alternative Support Mechanism (Self Support/State Support)
DCC(s) ▶ DC(s) ▶ CC(s) ▶ C(s) ▶ UGS or GS&R ▶ GRAD or UE ▶ CPGE (Budget) (if applicable) ▶ P ▶ CO ▶ WSCUC (notify only)

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) ▶ C&R ▶ GRAD or UE ▶ P ▶ CO (notify only) ▶ WSCUC (notify only, if applicable)

Courses
New or Experimental Courses
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 GWAR 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 Degree)
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 ▶ WSCUC (notify only, if applicable)

New Certificates
DCC(s) ▶ DC(s) ▶ CC(s) ▶ C(s) ▶ Chairs of UGS or GS&R ▶ GRAD or UE ▶ CPGE (Budget) ▶ P ▶ WSCUC (notify only)

Suspending/Discontinuing Programs
DCC(s) ▶ DC(s) ▶ CC(s) ▶ C(s) ▶ C&R ▶ GRAD or UE ▶ CPGE (Budget) ▶ P ▶ CO (notify only) ▶ WSCUC (notify only, if applicable)
*Major Program Revisions* include any of the following: Impacts on other disciplines (e.g. enrollments, competing demands, facilities); program name change; increase in resources; change in degree's total units; exemptions from University requirements; and/or change of the degree designation (e.g. BA, BS, MA, MS).

**Minor Programs Revisions** may include any of the following: adding, removing, or rearranging course requirements; changes to preparation for and/or support for the major; and/or name changes for specializations or tracks.

**May be referred to the Curriculum and Research Committee if required/requested.**

Reviewed and approved by the Curriculum and Research Committee on February 20, 2023.