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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<tr>
<th>Code</th>
<th>Description</th>
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<td>Provost/Vice-President-for-Academic-Affairs</td>
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<td>UE</td>
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Programs

Program Revisions

- **DCC(s)** ▸ **DC(s)** ▸ **CC(s)** ▸ **C(s)** ▸ **GRAD-or-UE**
- If major: **DCC(e)** ▸ **DC(e)** ▸ **CC(e)** ▸ **C(e)** ▸ **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-or-GS&R** ▸ **GRAD-or-UE** ▸ **P**

Suspending/Discontinuing Programs

- DCC(s) ▸ **DC(s)** ▸ **CC(s)** ▸ **C(s)** ▸ **UGS-or-GS&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** ▸ **GRAD-or-UE**

Modifying Existing Courses

- DCC ▸ **DC** ▸ **CC** ▸ **GRAD-or-UE**

New-Course-Sub-Topics

- DCC ▸ **DC** ▸ **CC** ▸ **GRAD-or-UE**

General-Education-Certification

- DCC ▸ **DC** ▸ **CC** ▸ **GEAC** ▸ **UE**

Graduate-GWAR-Certification

- DCC ▸ **DC** ▸ **CC** ▸ **GRAD**

Adding a High-Impact-Practice-Course-Tag 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.