



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

Department Chairs/School Directors is of paramount importance in the review process. For more information, view sjsu.edu/curriculum

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

- College of Graduate Studies Designee
- GS&R Graduate Studies and Research Committee
- P Provost/Vice President for Academic Affairs
- UGS Undergraduate Studies Committee
- UE Undergraduate Education Office Designee
- WSCUC Accreditation Commission

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) 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



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)



***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.