SJSU SAN JOSÉ STATE UNIVERSITY
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

C	Academic College Designee	GEAC	General Education Advisory Committee
CC	Academic College Curriculum Committee	GRAD	College of Graduate Studies Designee
CPGE	College of Professional and Global Education	GS&R	Graduate Studies and Research Committee
CO	Chancellor's Office Designee	P	Provost/Vice President for Academic Affairs
C&R	Curriculum and Research Committee	UGS	Undergraduate Studies Committee
DC	Academic Department Chair/School Director	UE	Undergraduate Education Office Designee
DCC	Academic Department Curriculum Committee	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) ➤ 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.