

CURRICULUM CHANGE PROCEDURES FOR THE CSUF CATALOG

COURSE AND CURRICULUM CHANGE PROCEDURES:

Request for New Undergraduate Course: A request for a new undergraduate course is made through the submission of an Undergraduate Course Request form. Following a substantive review of the request by the department, appropriate school committee and approval by the School Dean, the request will be submitted to the Undergraduate Curriculum Subcommittee through the Office of the Associate Vice President for Academic Affairs (AVPAA), Dean of Undergraduate Studies. The Subcommittee will then forward its recommendation to the AVPAA/Dean of Undergraduate Studies. If the AVPAA/Dean of Undergraduate Studies approves the new course, it is incorporated into the next year's Catalog, and it may be scheduled for offering during the academic year covered by the Catalog.

Changes in existing courses involving unit value, lecture-laboratory format, prerequisites and revisions in course title or description are also requested on the Undergraduate Course Request form. With the approval of the appropriate school committee and School Dean, the form is forwarded to the AVPAA/Dean of Undergraduate Studies for final approval and the changes are implemented. The AVPAA/Dean of Undergraduate Studies may refer the request to the Undergraduate Curriculum Subcommittee for their recommendation.

When a proposed change affects another area, it must be cleared by that area. Such clearance, as evidenced by the appropriate signatures on the request form, must be secured by the department requesting the change. If a change affects other courses or programs within the department making the request, the necessary adjustments should also be indicated on the form. Information on current course interrelationships may be obtained by calling the Office of the Associate Vice President for Academic Affairs, Dean of Undergraduate Studies.

Minor Changes in Undergraduate Programs: Requests for changes and adjustments in majors, minors, and options which are due to course changes need to be made on an Undergraduate Program Change Request form. After approval at the school level, requests are forwarded to the Office of the Associate Vice President for Academic Affairs, Dean of Undergraduate Studies.

Catalog Deadlines: A delivery date for new Catalogs in April requires a rigorous observance on this campus of deadlines for the submission of proposed changes or additions to the Catalog. The deadline for program and course request forms and revised mock-ups are due the first week in October. New course proposals and substantive changes in academic programs reflected on the mock-ups need to be submitted earlier, preferably by March, so appropriate review can be initialized by the AVPAA/Dean of Undergraduate Studies. Each year, the specific deadline dates are published in the Administrative Calendar.

New Programs: All new undergraduate and graduate degree programs must be approved by the Chancellor's Office before they can be implemented. Substantial changes in an existing program may require Chancellor's Office approval, depending upon the magnitude of the change requested. Only those degree programs which are included in the current CSUF Master Plan will be accepted for consideration by the Chancellor's Office. A request for a substantial change in an existing program is treated as a new program so far as the local consultative process is concerned.

Under Executive Order No. 283, the authority to approve options, concentrations, and minors in some specified academic areas has been delegated to the President of the University. In many other areas, the approval of the Chancellor's Office is still required.

PROCEDURES FOR IMPLEMENTING NEW UNDERGRADUATE PROGRAMS:

1. Departments or schools that wish to institute a new major previously approved for inclusion on the Academic Master Plan, minor or option, should discuss their proposal informally with the AVPAA/Dean of Undergraduate Studies early in the planning stage. Advice on format and procedures should be obtained prior to the preparation of the detailed program proposal.
2. The program proposal must receive a substantive review and approval at the school level.
3. Then the School Dean and AVPAA/Dean of Undergraduate Studies are in agreement that the proposal is technically ready for submission to the Academic Policy and Planning Committee, 40 copies of the detailed proposal and 40 copies of a summary shall be submitted to the Office of the Associate Vice President for Academic Affairs, Dean of Undergraduate Studies for distribution.
4. The detailed program will be distributed to members of the Undergraduate Curriculum Subcommittee, Academic Policy and Planning Committee and the School Deans. A program summary will be distributed to all Department Chairs with the notation that the detailed program is available in the School Dean's Office. At least ten instructional days will be allowed for receipt of comments by the AVPAA/Dean of Undergraduate Studies, during which time the Academic Policy and Planning Committee agenda for discussion of the proposal will be set.
5. The Academic Policy and Planning Committee will consider the proposal, along with all relevant comments transmitted by the AVPAA/Dean of Undergraduate Studies. The committee may request or receive a recommendation from the Budget Committee with respect to the budgetary implications of the proposed program.

6. If the academic Policy and Planning Committee recommends implementation of the proposed program, the Chair of the Committee will forward the recommendation via the normal channels for presidential approval. If the Chancellor's Office must approve, six copies of the final draft of the degree proposal will be submitted by the AVPAA/Dean of Undergraduate Studies.

PROCEDURES FOR IMPLEMENTING NEW GRADUATE PROGRAMS

Step 1. Inclusion on Approved Master Plan

1. Departments (or schools) that desire to institute a new graduate degree program must first include the program on the Academic Master Plan for the University. To accomplish this, the instructional unit should engage in informal discussions with the Dean, Division of Graduate Studies, and with the Provost and Vice President for Academic Affairs.
2. A formal request with justifications to have the new program placed on the Master Plan is then prepared by the instructional unit. This request is then filed with the Division of Graduate Studies for submission to the University Graduate Committee, the President, and the Chancellor's Office for approval by the CSU Board of Trustees. In general, there is one call for the submission of such requests that is made with a deadline for receipt in October. Review by the Board of Trustees may occur in January-February with notice of formal approval of the campus Master Plan being received shortly thereafter. This approval does not authorize the new program, but provides the authority to pursue the development of a formal proposal.
3. After the inclusion of the new program on the Master Plan, the instructional unit then prepares the formal proposal according to the Chancellor's Office requirements. Instructions as to format are available in the Division of Graduate Studies.

Step 2. Program Approval and Authorization

1. The on-campus approval of the proposed new graduate program first requires review and approval by department and school committees, the School Dean, and the Graduate Dean prior to consideration by the University Graduate Committee. Sixteen copies of the first draft of the program proposal are submitted to the Division of Graduate Studies with a copy to the Provost and Vice President for Academic Affairs, two weeks prior to the University Graduate Committee meeting scheduled for first reading consideration. The approval process at this level consists of two readings scheduled fifteen working days apart.
3. After first reading approval, the proposal is revised to incorporate any recommendations made by the University Graduate Committee in its first reading.

4. Copies of the revised draft of the detailed proposal are then distributed to members of the University Graduate Committee, University Budget Committee, School Deans, and to the Provost and Vice President for Academic Affairs at least ten instructional days before the second reading by the University Graduate Committee. Copies of the abstract of the proposal and proposed catalog description as required by the Chancellor's Office are distributed to all department chairs with the notations that the detailed program is available in the School Dean's Office. Comments on the program are to be directed to the Dean, Division of Graduate Studies, who will send copies to the appropriate committee chair or administrator.
5. At its second reading, the University Graduate Committee will consider the proposal, along with all relevant comments that have been received by the Committee and the Dean, Division of Graduate Studies. If approved, the proposal is forwarded to the Executive Committee for review by the Academic Senate.
6. Recommendations of the Academic Senate are forwarded to the University President. Following final consideration and approval by the President, six copies of the degree proposal will be submitted to the Chancellor's Office by the Provost and Vice President for Academic Affairs.
7. Final authorization for the campus to offer the new degree program is granted by the Chancellor following staff review and review by the California Postsecondary Education Commission. The Division of Graduate Studies is responsible for monitoring progress of the proposal through the review process.

GRADUATE COURSE AND CURRICULUM CHANGE PROCEDURES:

- A. Graduate course and curriculum changes must be submitted to the Division of Graduate Studies on the appropriate request forms for the following types of change:
 1. Revision of existing graduate degree program requirements
 2. New courses
 3. Conversions (i.e., breaking out of topics courses)
 4. Revisions (i.e., unit value, description, prerequisites)
 5. Deletions
- B. The individual department making the request is responsible for the following:
 1. Adherence to graduate level course criteria published by the Chancellor's Office, the Council of Graduate Schools, and the Division of Graduate Studies.

2. Supportive data justifying the request.
 3. Clearance signatures from those departments or instructional units which would be affected by the requested change.
 4. Recommendations for approval by appropriate department and school committees and/or School Deans as required for the department.
 5. Original and twelve copies of the request are to be submitted to the Division of Graduate Studies.
- C. After an initial review in the Division of Graduate Studies, the request is submitted to the Graduate Curriculum Review Subcommittee. Two separate readings are held by the Subcommittee with an intervening period of at least fifteen instructional days to allow appropriate campus distribution.

Normally, a representative from the department is expected to attend the Subcommittee meetings to answer questions about the request. If the Subcommittee and the Dean of Graduate Studies recommends approval, the request is sent to the Provost and Vice President for Academic Affairs for final approval. With the approval of the Provost and Vice President for Academic Affairs, the course/curriculum changes are implemented and appear as appropriate in the University Catalog.