

GRADUATE PROGRAM CURRICULUM CHANGES

An important part of the graduate coordinator/director's responsibilities is to oversee the curriculum, forwarding requests for course and curriculum change. There are procedures and forms for everything. To ensure full consideration, be sure that all proposals follow procedures, use the correct forms, and meet submission deadlines! The following section outlines the process and provides some basic tips.

Paperwork

- The "New Graduate Course Request" (blue), "Graduate Course Change or Deletion Request" (green), and the "Catalog Statement Revision Request" (yellow) forms (see Appendix) are available from the Division of Graduate Studies (DGS) and on-line through Informed Filler®.
- New course proposals should follow Definitions of Graduate Level Instruction in the CSU (attached to the blue form) and Policy on Course Syllabi and Grading as published in the *Academic Policy Manual* (see Appendix).

Deadlines

- All course and curriculum change requests must be submitted to the DGS by the announced deadlines (one in the spring and one in the fall), to be forwarded to the Graduate Curriculum Subcommittee for consideration.
- It is highly recommended that all change requests be submitted by the **spring** deadline to ensure approval by the catalog deadline, the beginning of November.

Procedures

- The Division of Graduate Studies (DGS), in cooperation with CETL and the Catalog Office, offers workshops on course and curriculum change. It would be beneficial for the graduate coordinator/director as well as other graduate faculty and staff to attend. Workshop dates will be announced on Gradinfo Listserv.
- Change in course prefix, number or title; course description and/or catalog copy; and new course proposals must be submitted to the Graduate Curriculum Subcommittee, via the DGS, for approval on the proper forms.
- The committee chair will invite the program representatives to be present during the preliminary discussion of their proposal.
- Once the committee has reviewed the proposals, the committee chair will send a memo to the contact person listed on the form, outlining the committee's recommendation. Proposals are "Approved," "Denied," or "Deferred." A request for more information usually accompanies a "Deferred" recommendation.
- If denied or deferred, the proposal may be revised and resubmitted for further consideration, if time allows.

- Questions or concerns regarding proposals may be addressed to the college/school's representative on the committee, the committee chair or the associate dean in the Division of Graduate Studies.
- Minutes of the Graduate Curriculum Subcommittee are distributed to the departments by the Office of the Academic Senate.

Tips

You can help expedite the approval process by avoiding the following pitfalls:

- incomplete or incorrect forms,
- catalog copy changes not included or incorrect,
- signatures missing,
- proposals waylaid along the way to DGS, and/or
- course syllabus does not follow university policy, or CSU guidelines.

Further Tips

- Careful review at the department and college/school levels greatly facilitates the approval process.
- Attend workshops.
- When in doubt—ASK! The Division of Graduate Studies is here to help!

WRITING REQUIREMENT

If changes need to be made in your Writing Skills Requirement in order to comply with the current policy (see Appendix), the “Graduate Program Catalog Statement Revision Request” form must be submitted to the DGS by the published fall or spring deadlines.

Note: The University Graduate Committee reviews and approves all changes dealing with the graduate writing requirements. This process must take place prior to submitting a catalog copy change!