

CoE Course/Curriculum Proposal Calendar

Spring 2017
[Effective Spring 2018]

March 17, 2017

Recommended internal Department deadline for course/curriculum proposals.

Completed course/curriculum application with greensheet and supporting materials. Due to Department Committee, if one exists.

April 14, 2017

CoE Course/Curriculum proposals deadline

Graduate level course/curriculum proposals signed by the department chair *with accessible greensheet* should be turned in to the Graduate Student Success Coordinator.

April 17, 2017

All course/curriculum proposals will be posted on Google Drive with restricted viewing privileges.

Departments are encouraged to discuss their concerns about any proposed new course or curriculum change amongst themselves.

April 28, 2017

Department Feedback Deadline

Departments should notify the Graduate Student Success Coordinator and Associate Dean of any items that should be addressed during the CoE GS Committee review.

May 2, 2017

CoE Curriculum Committee Meeting

May 8, 2017

Last day to submit any revised course proposals or materials requested by the GS Committee to the Graduate Student Success Coordinator.

May 10, 2017

All Course/Curriculum proposals with College Committee's recommendations are due to Associate Dean for final decision.

May 12, 2017

Associate Dean's decisions are due to Department Chairs and AVP for Graduate and Undergraduate Programs.

CoE Course/Curriculum Proposal Graduate Resources

[Curriculum Forms](http://www.sjsu.edu/ugs/faculty/curriculum/forms/) with accessible greensheet template at
<http://www.sjsu.edu/ugs/faculty/curriculum/forms/>

[New Permanent Course Proposals](http://www.sjsu.edu/ugs/faculty/curriculum/guide/Courses/index.html) at
<http://www.sjsu.edu/ugs/faculty/curriculum/guide/Courses/index.html>

[Experimental Course Proposals](http://www.sjsu.edu/ugs/faculty/curriculum/guide/Courses/ExperimentalCourses/index.html)* at
<http://www.sjsu.edu/ugs/faculty/curriculum/guide/Courses/ExperimentalCourses/index.html>

[Minor Changes to Existing Courses](http://www.sjsu.edu/ugs/faculty/curriculum/guide/Courses/Minor_CourseChanges/index.html) at
http://www.sjsu.edu/ugs/faculty/curriculum/guide/Courses/Minor_CourseChanges/index.html

Changes accepted during the Spring review cycle:

- Course title / abbreviated title changes
- Subtitle additions
- Course description
- Grading method
- Repeatable for credit
- GE / FYE /GWAR certification
- Prerequisite changes
- (Un)Cross-listings
- New and Experimental Courses*

Changes NOT accepted during the Spring review cycle:

- Unit / component / staffing formula changes
- Degree changes (adding / deleting courses to degree requirements; increasing / decreasing units of required courses and/or degrees)
- Catalog changes [*the catalog is updated only for the Fall semester*]

* **Experimental** courses are only active for **ONE** term. You must complete and resubmit a New Course Proposal form each term you wish to offer an experimental course. After the **THIRD** offering, an experimental course has to be converted as "**permanent**" to be offered again.

Source: [Curriculum Calendar](http://www.sjsu.edu/ugs/faculty/curriculum/calendar/index.html) at <http://www.sjsu.edu/ugs/faculty/curriculum/calendar/index.html>