

## **Procedures for Processing Undergraduate Curriculum Change Proposals**

**Policy adopted by the Senate, January 9, 1970**

### **I. Initiation**

Proposals for changes in the curriculum may originate from individuals, departments, deans, college curriculum committees, or the Undergraduate Curriculum Committee. Curriculum Services will provide assistance in the preparation of proposals so that all proposals will be in correct form and all technical problems will be settled at the outset.

### **II. College Review**

Each college shall develop and follow procedures for review of curricular proposals. Review should be concerned with the academic merit of the proposal and its relationship to the academic program of other departments and the college as a whole.

### **III. Approval by Dean of College**

Every curricular proposal must be submitted to the Dean of the college concerned for approval or disapproval. The Dean should announce a decision within ten school days. The Dean's approval shall be based on his/her determination that the proposal is consistent with plans for the long-run development of the college, that all budget needs of the proposal (teaching positions, space, equipment, supplies, staff, etc.) have been considered carefully, and that the Dean is prepared to give the needs of the program high priority in the college's budget.

### **IV. Curriculum Services**

Curricular proposals shall be reviewed by Curriculum Services. Here proposals are reviewed for proper format, content, and elements which possibly conflict with existing policy, regulations, administrative code, or other agencies within the university. Proposals may be returned to the college for further revision. When the final proposal is acceptable to the college, the department, and Curriculum Services, the curriculum proposal shall be forwarded by Curriculum Services to the following groups for review:

- A. Requests for new degree programs which are not in the Academic Master Plan shall be sent to the Committees on Academic Policy and Planning and Academic Resources and Planning for consideration for inclusion on the Academic Master Plan.
- B. The proposals will be sent to all Deans listed below: Dean, College of Arts and Letters; Dean, College of Professional Studies and Fine Arts; Dean, College of Sciences; Dean, College of Business Administration; Dean, College of Education; Dean, College of Engineering; Dean, College of Health and Human Services; Dean, Imperial Valley Campus; Dean, College of Extended Studies; Dean of the Division of Undergraduate Studies; and the Dean of the Division of Graduate Affairs.
  - \*1. Deans of colleges shall review solely for impact on the program of their colleges and for budget implications. The Deans will have a period of time set by Curriculum Services to object to any proposal. If no written objection is received, the proposal will be considered approved. If any Dean objects to any proposal, Curriculum Services may seek the advice of others and after hearing the advice shall decide whether the proposal is approved, disapproved, or returned to the recommending source for revisions.
  - \*2. The Dean of the Division of Graduate Affairs shall review solely for impact on the graduate program. The Dean may approve the proposal or, when in his or her opinion the proposal raises important policy questions, request reasonable delay to permit review by the Graduate Council. The Dean shall inform Curriculum Services of action taken on each proposal.
  - \*3. The Dean of the Division of Undergraduate Studies shall review solely for impact on the undergraduate program. The Dean may approve the proposal or, when in his or her opinion the proposal raises important policy questions, request reasonable delay to permit review by the Undergraduate Council. The Dean shall inform Curriculum Services of action taken on each proposal.
- \*\* C. Proposals for new degrees, minors, emphases, options, and concentrations shall be sent to the Committee for Academic Policy and Planning for consideration for impact on the Master Plan and to the Committee on Academic Resources and Planning for comments regarding the budget impact of the proposal.

## ***Guidelines for Submitting Curricular Proposals***

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- D. Proposals for unit name changes shall be reviewed by the following bodies and individuals, in order:
1. The originating department or program (if applicable).
  2. The academic planning committee(s) of the college(s) in question.
  3. The relevant college Dean(s).
  4. The Provost.
  5. The Committee on Academic Policy and Planning.
  6. The Senate (which shall receive AP&P's recommendation as an information item).

\* Review shall proceed concurrently.

\*\* Review shall proceed concurrently with sections B.1 through B.4.

### **Conditions of Cross-Listed Courses Policy adopted by the Senate, April 6, 2010**

- 1.0 Cross-listed courses are defined as courses that are offered by two or more academic units, have identical course elements (title, description, units, mode of instruction; prerequisites and number, unless one of the academic units has already used that number for another course then the next closest number should be used) except the course prefix which reflects the academic department or program; are interchangeable for degree requirements; cannot be repeated for degree credit under separate prefixes; may be scheduled with the same instructor, room, and meeting pattern; may be scheduled with all, some, or one of the course prefixes.
- 2.0 Process for approving a cross-listed course
  - 2.1 If the course is an approved course in the catalog and additional department(s) want to cross-list the course, the cover page with approval signatures from each department/college requesting the cross-listing is required. Attach each department/college cover page with approval signatures to your on-line proposal using the Attach Files menu option in CurricUNET.
  - 2.2 If the course has never been taught, approval for a new cross-listed course shall follow the campus curriculum guidelines associated with a new course proposal.
  - 2.3 Cross-listing of a course can be ended with signatures by any participating department chair and college dean using the process described in 2.1.
- 3.0 Criteria
  - 3.1 A cross-listed course shall have the same title, number unless one of the academic units has already used that number for another course, prerequisites, description, unit value, and grading method in its description as listed in every unit.
  - 3.2 Catalog and course schedule listings shall indicate that the course is cross-listed. Materials presented to students, such as syllabi and course descriptions, shall also indicate that the course is cross-listed.
  - 3.3 The academic units shall agree that students may take the course under any of its listings to fulfill an academic unit's requirements.

If a collaborative course is acceptable for General Education, the following General Education policies apply. A student shall not receive more than 12 units of GE credit from any one academic unit, including collaborative courses listed therein. A student shall not receive more than 7 units of GE credit in sections II, III, and IV combined from any one academic unit, including collaborative courses offered therein. Courses in a student's major unit or collaborative courses listed therein may not be used in Section IV (Explorations of Human Experience).

Experimental topics courses, General Studies 250, 350, and variable titled and variable unit courses are not eligible to be considered as cross-listed courses.

Catalog and course schedule listings must indicate that the course is a cross-listed course that is listed in more than one department.

The participating departments must agree on cross-listed course content.

Students may take the course under any of its listings to fulfill any one department's requirements.

No more than 20% of the courses in any department or program may be cross-listed courses.