

CURRICULUM CHANGE

An important part of the graduate coordinator/director's responsibilities is to oversee the curriculum, forwarding requests for course and curriculum change. 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 are available online 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 Section 241 of the Academic Policy Manual.

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.

Procedure

- The Division of Graduate Studies (DGS), with Undergraduate Studies and senate committees, 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 first reading of their proposal.

Procedure (continued)

- The committee's action ("Approved," "Denied," or "Deferred") is recorded in the official committee minutes. A request for more information usually accompanies a "Deferred" recommendation.
- If denied or deferred, the proposal may be revised and resubmitted for further consideration.
- 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.
- A list of committee members and minutes of the Graduate Curriculum Subcommittee are available at the Office of the Academic Senate's Web site: www.csufresno.edu/senate/committees/graduate/curriculum/.

Tips

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

- incomplete or incorrect forms,
- catalog copy changes not included or incorrect,
- missing signatures,
- proposals waylaid along the way to DGS, and/or
- course syllabus does not follow university template/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 are proposed in the Writing Skills Requirement, please submit the complete program policy that complies to the current policy with the "Graduate Program Catalog Statement Revision Request" form to the DGS by the published fall or spring deadline.