

## Curriculum Handbook

### PREPARATION OF CURRICULUM PROPOSALS

**Also refer to: "[Curriculum Roles and Responsibilities](#),"  
[Curriculum Cycle \(dates\)](#), [Curriculum Checklist \(PDF\)](#),  
[Phase I Cover Memo \(2009-11 Catalog\)](#)**

[Printable version of Curriculum Preparation Guidelines \(PDF\)](#)

- Please include your departmental prefix, the date and sequential page number on every page of the package. This facilitates the review by the curriculum committees and clearly indicates any future revisions. You may use pen to handwrite this information or prepare labels.
- Be sure that the department head/chair signs the course proposals *before* photocopying!
- Please prepare a table of contents page at the beginning of the package, with the Roman numeral section headings listed. If there no changes for a section, please indicate "None."
- Please submit your curriculum proposals in the following order.
- *Note:* your college curriculum committee may ask that you prepare a summary of changes and/or additional information.

#### I. DEGREE PROGRAMS

- **New Degree Program**

Proposing a new major degree program is quite complex and a lengthy process.

- Please contact [Mary Whiteford](#) in Academic Programs for more information.

- **Major Degree Program Name Change**

The nature of degree program name changes may vary considerably, from a change that is minor to one that is quite significant (virtually a new program). All degree

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:: [Curriculum Handbook](#)

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name changes must be submitted to the Chancellor's Office for approval.

- o Please contact [Mary Whiteford](#) in Academic Programs for more information.

- **Substantive Degree Program Change**

As defined by Cal Poly's accrediting agency, the Western Association of Schools and Colleges (WASC), substantive changes include off-campus programs, distance learning programs, and an addition of a degree program at a level different from that previously offered by the university.

- o Please contact [Mary Whiteford](#) in Academic Programs for more information.

- o **Discontinued Degree Program**

Please contact [Mary Whiteford](#) in Academic Programs for more information.

## II. **MINORS, CONCENTRATIONS, SPECIALIZATIONS**

- **To Propose a New Program**

For guidelines and proposal format, select one of the following:

- o [Minor](#)
- o [Concentration](#) (for undergraduate programs)
- o [Specialization](#) (for graduate programs)

- **Program Name Change**

Indicate the program name change on the curriculum display and provide a brief explanation.

- **Discontinued Program**

Indicate on the curriculum display that the program is to be deleted and provide a brief explanation.

## III. **New Courses**

- Complete all sections of the [Course Proposal form](#). This form is a Word document. If you do not have Microsoft Word installed on your computer, you will need Word Viewer to view the documents. [Go to Microsoft's Download site to get the latest Viewer.](#)
- Refer to "[Course Proposal Definitions](#)" for explanation of terms (for example, modes of instruction, prerequisites, course numbering system).
- If the new course is likely to be required by another program,
  - o prepare a [consultation memo](#) to the affected departments, and
  - o include a signed copy of the memo in your curriculum package.

- Review your **experimental course offerings**. As a reminder, experimental courses are valid for a maximum of two years and/or until the next available catalog publication. For those courses that you would like to continue offering, propose them as regular courses for the Catalog.
- If "none," please so indicate on the Table of Contents page.

**IV. Course Modifications**

- Complete all relevant sections of the [Course Modification form](#) for each course that has one or more changes.
  - *Note:* you may "copy & paste" your course description from the on-line [2007-09 Cal Poly Catalog](#).
- For very minor changes to the course description, see section V. Editorial Changes.
- If the course is required by another program,
  - prepare a [consultation memo](#) to the affected departments, and
  - include a signed copy of the memo in your curriculum package.
- If "none," please so indicate on the Table of Contents page.

**V. Editorial Course Changes**

- Definition: minor (non-substantive) changes to a course title or description (any additional kinds of changes need to go onto a Course Modification form).
  - *Note:* you may alter a course's prerequisites as editorial changes unless the course is required by another program outside your department (in which case a Course Modification form must be completed).
- Mark the editorial changes on the one-column Phase I catalog course description pages that are sent to you by Academic Programs.
- Do not indicate new courses or course modifications on the Phase I catalog copy – the information will be taken directly from the Course Proposal form and/or Course Modification form.
- Please, do not retype the course descriptions—use pen to make hand-written changes.
- If "none," please so indicate on the Table of Contents page.

<b>VI.</b>	<b>Deleted Courses</b> <ul style="list-style-type: none"><li>● Review your courses with low or no enrollment for possible deletion from the catalog.<ul style="list-style-type: none"><li>○ If a course has not been taught for 5 or more years, it is unfair to the students to have the course remain in the catalog.</li></ul></li><li>● Complete the <u>Course Modification form</u> and provide a brief rationale for deleting the course.</li><li>● If the course is required by another program,<ul style="list-style-type: none"><li>○ prepare a <u>consultation memo</u> to the affected departments, and</li><li>○ include a signed copy of the memo in your curriculum package.</li></ul></li><li>● If "none," please so indicate on the Table of Contents page.</li></ul>
<b>VII.</b>	<b>General Education (GE) Courses</b> <ul style="list-style-type: none"><li>● Refer to the GE website, "<u>Proposing GE Courses.</u>"</li><li>● Complete all sections of the <u>Course Proposal form</u>.</li><li>● If none, please so indicate on the Table of Contents page.</li></ul>
<b>VIII.</b>	<b>U. S. Cultural Pluralism (USCP) Courses</b> <ul style="list-style-type: none"><li>● Refer to the <u>USCP course guidelines and criteria</u>.</li><li>● Complete all sections of the <u>Course Proposal form</u>.</li><li>● If "none," please so indicate on the Table of Contents page.</li></ul>
<b>IX.</b>	<b>Curriculum Changes</b> <ul style="list-style-type: none"><li>● Refer to the <u>Curriculum Handbook</u>, Chapter 3.</li><li>● Please revise your curriculum by using the one-column Phase I catalog curriculum pages that are sent to you by Academic Programs.</li><li>● Indicate any new courses, course modifications and/or editorial course title changes.</li><li>● Please, do not retype the curriculum display—use pen to make hand-written changes.<ul style="list-style-type: none"><li>○ If you are proposing extensive curriculum changes, please contact <u>Kay Jensen</u>, Catalog Editor for further instructions.</li></ul></li><li>● If you are changing your curriculum by adding and/or deleting a course offered by another department,</li></ul>

- prepare a consultation memo to the affected departments, and
- include a signed copy of the memo in your curriculum package.
- If "none" please so indicate on the Table of Contents page.

**X. Department Descriptions**

- Include information of interest to prospective students; for example:
  - special learning facilities,
  - career opportunities.
- Read department and program descriptions, and rewrite if necessary, so that the descriptions are succinct and clear.
- If "none," please so indicate on the Table of Contents page.

**For more information, contact:**

- [Dave Hannings](#), Chair of the Academic Senate Curriculum Committee,
- [Mary Whiteford](#), Academic Programs Analyst, and/or
- the [chair of your college curriculum committee](#).

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