COLLEGE OF ARTS & LETTERS
Procedures for Completing Course and Program Change Proposals

NOTE: General Education approval is a separate process and is done after a course has been approved for the schedule/catalog. Forms for GE course approval are found at http://www.csus.edu/acaf/ge/forms.stm

Procedure for completing Course Change Proposals (using Form A)

1. Course Change Proposal Form A – fill out one form for each change, deletion or new course. You must utilize the new Form A found at http://www.csus.edu/acaf/forms/FormA.doc - Please include contact information along with a name in the box labeled “submitted by”

2. Include a copy of a sample course syllabus for all new courses proposed.
   a. Guidelines can be found at http://www.al.csus.edu/facstaff/policies/syllabi
   b. All syllabi must be ADA assessable: http://www.csus.edu/accessibility/

3. Place an electronic copy of the Course Change Proposal Form A and syllabus on the shared drive in the ‘Curriculum’ folder located at \Asn-fs\Share\ORG\ALCOLLEGE\Curriculum. This must be done BEFORE the Dean’s Office receives any of the hard copies. (do not e-mail)*

4. Send an original plus one (1) hard copy of the Course Change Proposal Form A packet to the Dean’s Office for the Budget and Curriculum Committee.

Double-check that your packet to be turned into the Dean’s Office includes the following:
   a. Course Change Proposal Form A (original plus 1 copy)
   b. Syllabus (each new course or any existing course that has a substantive change to the course description) (original plus 1 copy)

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Helpful hints for filling out Form A
   a. Fill out each area – if any part of the course is unchanged (such as Course Description or prerequisites) mark “Unchanged” in the box provided.

   b. Follow suggestions found in Academic Affairs policy for Course Change Proposals located at http://www.csus.edu/umanual/AcadAff/FSC00060.htm - especially those regarding course descriptions.

   c. Particular attention needs to be paid to the sections regarding learning outcomes and assessment strategies.

      1) Learning outcomes must follow the format noted on the Course Change Proposal Form A: “Students will be able to: 1), 2), etc.” See the example at http://www.csus.edu/acaf/example.htm.

      2) Assessment strategies must follow the learning outcomes.

*Reminder: if the course proposal that you are submitting changes the course’s numbers, name or units and it impacts the major, you must also submit a Program Change Proposal Form B to reflect the change(s).
Procedure for completing Program Change Proposals (using Form B)

New minors, concentrations, options, specializations and/or emphases are approved at the University level. New degree programs follow a different process and must be approved at the Chancellor’s Office – see Academic Affairs Policies and Procedures “New Degree Programs – Approval Process” located at http://www.csus.edu/acaf/umanual/newdegar.htm

Refer to Academic Affairs Policies and Procedures “Modification in or Deletion of Existing Programs” located at http://www.csus.edu/acaf/umanual/mdftnprg.htm regarding guidelines for Program Change Proposals and definitions of Substantive versus Non-Substantive changes.

1. Program Change Proposal Form B can be found at http://www.csus.edu/acaf/forms/FormB.doc

2. Place an electronic copy of the Form B and the supplemental information on the share drive in the ‘Curriculum’ folder located at \Asn-fs\Share\ORGS\ALCOLLEGE\Curriculum
*This must be done BEFORE the Dean’s Office receives any of the hard copies. (do not e-mail)*

Double-check that your packet to be turned into the Dean’s Office includes the following:
   a. For Substantive Changes/New minors, concentrations, options, specializations and/or emphases:
      Program Change Proposal Form B and support materials (original plus one (1) copy of all)

   b. For Non-Substantive Changes:
      Program Change Proposal Form B and side-by-side if appropriate (original plus one (1) copy of all)

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Helpful hints for filling out Form B and compiling the required support materials:
   a. Provide a brief description of the change and justification on the front of the Form B.

   Required support materials to the Program Change Proposal Form B include:
      i) Indicate programmatic or fiscal impact which this change will have on other academic units’ programs, and describe the consultation that has occurred with affected units. Attach a copy of correspondence with these units.
      ii) Provide a fiscal analysis of the proposed changes.
      iii) List side by side the old program requirements versus new program requirements as they will be presented in the University catalog. Use your exact current catalog copy; present exact catalog copy for proposed modifications.

(1) If you are making a change in only one area of a program (i.e. change in Public Relations concentration only in Communication Studies) you only need to provide the side-by-side comparison of catalog copy for that area.