

Curriculum Review Procedures
(Approved May 17, 1993)

1. All curriculum proposals shall receive close scrutiny at the department and school levels to ensure that they are academically sound and comply with the guidelines contained in the *EPC/GSC Curriculum Manual*.
2. Proposals involving the following will automatically be forwarded to the appropriate university-level committee (EPC or GSC or both) for approval:
 - a. general education;
 - b. creating a new program or option;
 - c. adding units to a program or option;
 - d. lack of concurrence between schools;
 - e. new courses (undergraduate courses only).
3. In the case of proposals not covered by items 2.a, 2.b, 2.c, 2.d, or 2.e*, the following procedures will be used:
 - a. Each school shall prepare a summary of curriculum proposals approved at the school level. This summary shall consist of a complete description of and justification for each proposal.
 - b. The summary shall be distributed to the appropriate associate vice president, all members of the appropriate committee(s), and all associate deans. This will be done in accordance with the curriculum calendar established by EPC and GSC.
 - c. An associate vice president, committee member, or associate dean may request to see any complete proposal. This request shall be made to the appropriate associate dean who shall then forward a copy of the proposal to the requester.
 - d. After reviewing a complete proposal, an associate vice president, committee member, or associate dean may request additional information or clarification from the school making the proposal. This may occur, for example, when there are questions regarding use of space, resource requirements, or significant overlap of content.
 - e. If the additional information does not alleviate the concerns of the associate vice president, committee member, or associate dean, that person may request that the proposal be placed on the agenda of EPC or GSC as appropriate.
 - f. Proposals not appearing on an EPC or GSC agenda by a specified date will be considered tacitly approved.
4. Approved undergraduate proposals will be forwarded to the Associate Vice President of Academic Programs for signature.

* Item 2.e. applies to undergraduate courses only.