

## Curriculum Review Workflow Submitter User Guide Supplement

### Overview

This supplemental user guide describes each proposal type and the fields required to complete a proposal in the Curriculum Review Workflow. Refer to the [Submitter User Guide](#) for general instructions on how to initiate a curriculum proposal form. See also: [Curriculum Review Checklist](#).

### Instructions provided in this User Guide include:

- [Web Browser Requirements](#)
- [Copy/Paste Instructions](#)
- [Initiating a Course Proposal](#)
  - [New Course Proposals](#)
  - [Course Modification Proposals](#)
  - [Delete Course Proposals](#)
- [Initiating a Program Proposal](#)
  - [New Program Proposals](#)
  - [Program Modification Proposals](#)
  - [Delete Program Proposals](#)
- [Print or Save PDF Copy of Proposal](#)

### Web Browser Requirements

A supported web browser is required to access new and saved curriculum proposal forms. Web browser requirements are available on the [CSUN IT](#) website. For technical assistance, please contact the College IT. The latest version of Chrome or Firefox is recommended.

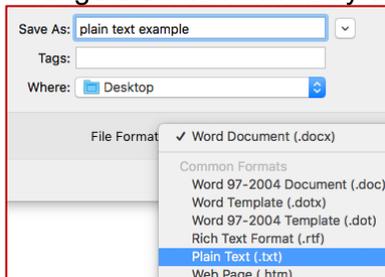
Browser	Version
Google Chrome	101 and newer
Mozilla Firefox	101 and newer (for ESR 91 and newer)
Apple Safari	15 and newer
Microsoft Edge (on Chromium)	101 and newer
Microsoft Internet Explorer	11

### Copy/Paste Instructions

Any text copied from another file/source (e.g., Word, email, website) must be pasted as plain text in the proposal form.

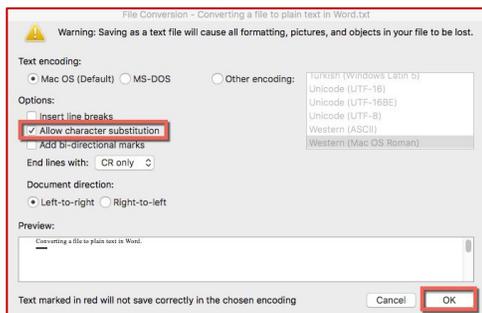
#### Saving Plain Text from Microsoft Word:

1. Open the existing Word document that needs to be converted to plain text. If the text is from another file type, paste the text into a new Word document.
2. Save a copy of the Word document by selecting **Save As** from the **File** menu.
3. Change the **File Format** by selecting **Plain Text (.txt)**.



4. Save the file.

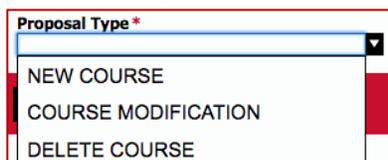
5. A dialogue box will display. Under **Options**, check the box **Allow Character Substitution** and then select **OK** to save the file.



6. Open the recently saved plain text (.txt) file and copy the applicable text.
7. Paste the plain text using the keyboard command (right-click is not supported). Use control+v (PC) or command+v (Mac) to paste the text.

## Initiating a Course Proposal

**Proposal Type:** Select the course proposal type from the drop-down list (New Course, Course Modification, or Delete Course). Once the proposal type is selected, additional fields will display.



The Curriculum Proposal form is designed to accommodate either a single course or a lecture **and** lab (or activity) combination course. A lecture/lab combination requires the student to take both courses concurrently. If the lecture and lab courses are not required corequisites, submit separate proposal forms.

## New Course Proposals

Provide the **Course Information**. Complete the minimum required fields (indicated by a red asterisk **\***) to initially save the form. Prior to submission, all sections/fields must be complete. Some fields may be blank if the section states “if applicable”.

1. Enter the **Subject Abbreviation** and **Course Number**. The course number must be unused in SOLAR unless the department is proposing to reactivate an existing course that has not been offered within the last 10 years. Consult the SOC coordinator to determine available course numbers. If the course is a lecture/lab combination course or a lab course, include the “**L**” suffix with the course number (e.g., BIOL 101/L or CHEM 100L).

**Subject Abbreviation and Course Number**

**Subject Abbreviation (e.g., ENGL) \***

**Course Number (e.g., 115) \***

2. Select the **Course Type**, if applicable (otherwise leave blank). This section will only be completed if the course type is General Education, Lecture/Lab Combo, Community Service Learning (CS), New Experimental Topic, or Ethnic Studies Graduation Requirement. More than one course type may be selected.

**Course Type (if applicable)**

Select all that apply.

General Education  
  Lecture/Lab Combo  
  Community Service Learning (CS)  
  New Experimental Topic  
  Ethnic Studies Graduation Requirement

- a. **General Education:** Select the checkbox if the course is available for General Education credit. The following General Education section will display if the General Education Course Type is selected. Check all that apply.

**General Education**

**General Education Section**  
Select all that apply.

<input type="checkbox"/> A1 Oral Communication <input type="checkbox"/> A2 Written Communication <input type="checkbox"/> A3 Critical Thinking <input type="checkbox"/> B1 Physical Science <input type="checkbox"/> B2 Life Science <input type="checkbox"/> B3 Science Laboratory Activity <input type="checkbox"/> B4 Mathematics/Quantitative Reasoning <input type="checkbox"/> B5 Scientific Inquiry and Quantitative Reasoning	<input type="checkbox"/> C1 Arts <input type="checkbox"/> C2 Humanities <input type="checkbox"/> C3 American History, Institutions and Ideals <input type="checkbox"/> D1 Social Sciences <input type="checkbox"/> D3/D4 Constitution of the United States/State and Local Government <input type="checkbox"/> D4 California State and Local Government <input type="checkbox"/> E Lifelong Learning <input type="checkbox"/> F Comparative Cultural Studies	<p><b>Information Competence</b></p> <input type="checkbox"/> <b>Meets GE Information Competence (IC) Requirement</b>
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*Note: All Upper Division General Education courses are Writing Intensive (WI) and must meet all WI Student Learning Outcomes.*

- b. **Lecture/Lab Combo:** Select the checkbox if the course is both a lecture and activity/lab combination that requires the student to take both courses concurrently. Additional fields will display to enter information for the activity/lab portion of the course (course title, unit value, number of times a course may be taken, classification, basis of grading).
- c. **Community Service Learning (CS):** Select the checkbox if the course is proposed for Community Service Learning. Service learning combines explicit academic learning objectives, preparation, and analysis with meaningful activities in the community. Courses that meet the CS criteria will be tagged with a CS suffix in the catalog.
- d. **New Experimental Topic:** Select the checkbox if the course is proposed as a New Experimental Topic. Departments may choose to propose the course as an experimental topic instead of a traditional new course. The intent of experimental topics is to provide departments the flexibility to try out, change and improve the course before making it a permanent course offering. Experimental Topics are usually numbered x96 for undergraduate or x95 for graduate. Once initially approved, an experimental topics course can be offered up to 4 times in a 6-year period. Note: Experimental Topics courses are not available for General Education credit.
- e. **Ethnic Studies (ES) Graduation Requirement:** Select the checkbox if the course is proposed to meet the Ethnic Studies (ES) Graduation Requirement. ES courses shall have the following course prefixes: AAS, AFRS, AIS, CAS or CHS. Courses without ethnic studies prefixes may meet this requirement if cross-listed with a course with an ethnic studies prefix. Courses that count for the ES requirement must meet 3 of the 5 established [Ethnic Studies SLOs](#) and be approved by the Ethnic Studies Academic Committee (ESAC) prior to review by the Educational Policies Committee. Courses that meet the ES criteria will be tagged with the ES suffix in the catalog. Attach the completed **Ethnic Studies Course Packet** in the supporting documentation section of the form.
3. Select the appropriate **Course Level** from the drop-down list.
- a. 001-399: Select **Undergraduate Only**.
  - b. 400-499: 400-level courses are available for undergraduate students and *may* be taken by graduate students with approval of GSC. Select **Undergraduate Only** if the course is only available for undergraduates. Select **Undergraduate/Graduate** if the course is available for both.
  - c. 500-799: Select **Graduate Only**.

**Course Level**

Select the course level.

- **001-399** Undergraduate Only
- **400-499** Course available for undergraduate credit: Undergraduate Only
- **400-499** Course available for undergraduate and graduate credit: Undergraduate/Graduate
- **500-799** Graduate Only

See [Course Numbering System](#) for more information.

**Course Level \***

4. Indicate if the new course has been offered previously as an Experimental Topics course. This is a required field for all new course proposals.

**Experimental Course Information**

Does this new course proposal replace a current experimental course? \*

- Yes
- No

If the answer is yes, also complete the following fields:

- Replaces Subject Abbreviation
- Replaces Course Number/Suffix
- Number of Times Previously Offered

**Replaces Subject Abbreviation**

**Replaces Course Number/Suffix**

**Number of Times Previously Offered**

5. Enter the course title and short title. The long course title is a required field.
- Note: Provide a legible short title that expresses the long course title as clearly as possible within 20 characters, including spaces. Short titles appear on transcripts, DPRs, Class Search and more. In addition, a poor short title may negatively impact students applying to graduate school or transferring to another institution.
- Focus on keywords.
  - Choose established or well-known abbreviations, when available.
  - Avoid punctuation such as periods and commas. The ampersand is an acceptable abbreviation for the word *and*.
  - Avoid obscure abbreviations, lack of spaces between words, and acronyms that may represent real words or abbreviations with a different meaning.

**Course Title**

**Course Title \***

**Course Short Title (up to 20 characters)**

**Lecture/Lab Combos:** Enter the course titles and short titles for both the lecture and lab. See tips above for legible short titles. The long course titles are required fields.

**Course Title**

**Course Title \***

**Course Short Title (up to 20 characters)**

**Activity/Lab Title \***

**Activity/Lab Short Title (up to 20 characters)**

6. Enter the unit value. The unit value is a required field.

**Unit Value**

Course Unit Value \*

**Lecture/Lab Combos:** Enter the unit values for both the lecture and lab. The unit values are required fields.

**Unit Value**

Course Unit Value \*

Activity/Lab Unit Value \*

7. Enter the number of times and maximum units the course may be taken.

**Number of Times a Course May Be Taken**

Number of Times Course May Be Taken for Credit

Maximum Number of Course Units Allowed

**Lecture/Lab Combos:** Enter number of times and maximum units for both the lecture and lab.

**Number of Times a Course May Be Taken**

Number of Times Course May Be Taken for Credit

Maximum Number of Course Units Allowed

Number of Times Activity/Lab May Be Taken for Credit

Maximum Number of Activity/Lab Units Allowed

8. Select the classification from the drop-down menu. Refer to the [Course Classification Guide](#) for details.

**Classification**

Refer to the [Course Classification Guide](#) for details. Consult department chair with questions.

Course C-Classification

**Lecture/Lab Combos:** Select the classification for both the lecture and lab.

**Classification**

Refer to the [Course Classification Guide](#) for details. Consult department chair with questions.

Course C-Classification

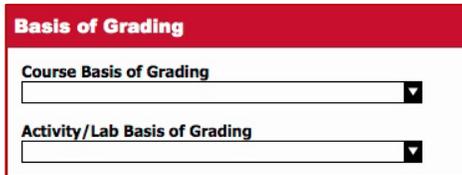
Activity/Lab C-Classification

9. Select the basis of grading from the drop-down menu: (a) Credit/No Credit Only, (b) Letter Grade Only, or (c) Credit/No Credit or Letter Grade.

**Basis of Grading**

Course Basis of Grading

**Lecture/Lab Combos:** Select the basis of grading for both the lecture and lab.



**Basis of Grading**

Course Basis of Grading

Activity/Lab Basis of Grading

10. If this course is cross-listed with another new or existing course, complete the **Cross-Listed Courses** section of the form. Select the **Add** button to enter the information for the cross-listed course(s).



**Cross-Listed Courses (if applicable)** **Add**

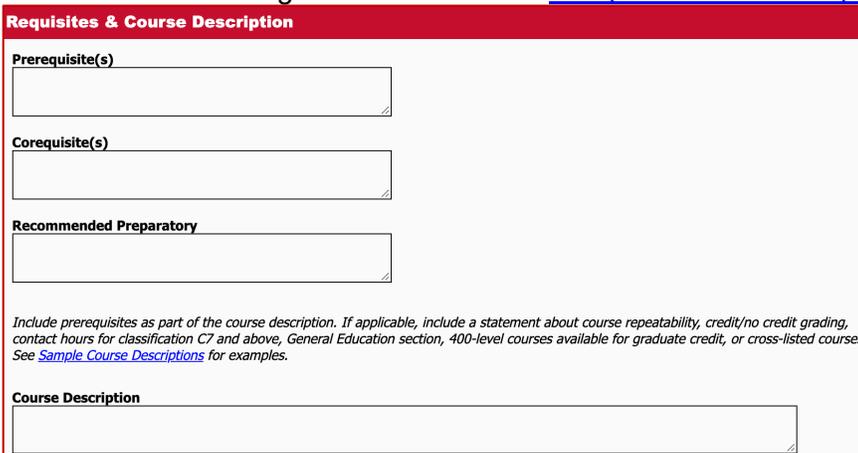
Enter the subject abbreviation and course number for the cross-listed course, and select **New** or **Existing** from the **Status** drop-down. Note: The other course needs to reflect the cross-listing information (see picture below). Existing courses require a course modification to cross-list. Repeat the previous steps to add additional cross-listed courses.



**Cross-Listed Courses (if applicable)** **Add**

Cross-Listed Subject Abbreviation	Cross-Listed Course Number	Status	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<b>Remove</b>

11. Enter the prerequisite(s), corequisite(s), and/or recommended preparatory, if applicable. Enter the **Course Description**. Include prerequisites as part of the course description. If applicable, include a statement about course repeatability, credit/no credit grading, contact hours for classification C7 and above, General Education section, 400-level courses available for graduate credit. See [Sample Course Descriptions](#) for examples.



**Requisites & Course Description**

Prerequisite(s)

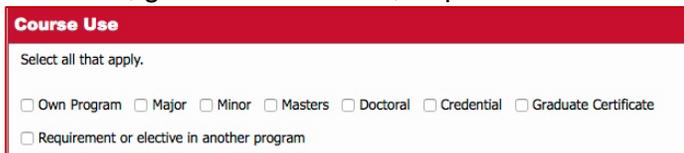
Corequisite(s)

Recommended Preparatory

Include prerequisites as part of the course description. If applicable, include a statement about course repeatability, credit/no credit grading, contact hours for classification C7 and above, General Education section, 400-level courses available for graduate credit, or cross-listed courses. See [Sample Course Descriptions](#) for examples.

Course Description

12. Select the **Course Use** (all that apply): own program, major, minor, masters, doctoral, credential, graduate certificate, requirement or elective in another program.



**Course Use**

Select all that apply.

Own Program  Major  Minor  Masters  Doctoral  Credential  Graduate Certificate

Requirement or elective in another program

13. Enter the **justification** for requesting the new course. Note:
- Early Implementation (if applicable): Under special circumstances, early implementation requests with appropriate justification *may* be granted at the discretion of the committee. Refer to the SOPs for acceptable reasons for granting early implementation. In the justification section, also provide a brief explanation as to why the new course needs to be implemented early.

- b. Reactivating Course (if applicable): Provide a brief explanation if the department is proposing to reactivate an existing course that has not been offered within the last 10 years.

**Justification for Request**

Provide a justification for this request.

14. Complete the **Impact** section of the form.
- a. Explain how the new course impacts resources within the department, other departments and the University. Refer to the [Resource List](#) for details.
- b. Also describe the impact of the new course on students in the department and/or other departments' programs.

**Impact**

Estimate the impact of this proposal on resources within the department, for other departments, and the University. See [Resource Implications for Curricular Change](#) for more information.

Describe the impact on students in the department and/or other departments' programs.

15. Provide the measurable program student learning outcomes (SLOs) that are addressed in the new course:
- a. All new course proposals must include a narrative explaining how the course addresses the program SLOs; or attach the [Course Alignment Matrix and Course Objectives Chart](#) in the supporting documentation section of the form.

**Measurable Program Student Learning Outcomes**

Explain which of the program's measurable Student Learning Outcomes are addressed in this course. Either (a) provide a narrative in the field below explaining how the course addresses the program SLOs or (b) attach the [Course Alignment Matrix and Course Objectives Chart](#) as supporting documentation.

- b. All new course proposals that are available for General Education credit must explain how the [GE SLOs](#) (from the appropriate section) are addressed in the course.

Explain how the [General Education Measurable Student Learning Outcomes](#) (from the appropriate section) are addressed in this course.

- c. All new course proposals available for Graduate Credit must explain how the program's SLOs map to the [Graduate Institutional Learning Outcomes \(ILOs\)](#).

Explain how the student learning outcomes map to the [Graduate Institutional Learning Outcomes \(ILOs\)](#).

16. Provide the methods of assessment for the measurable SLOs.

**Assessment**

Provide methods of assessment for measurable student learning outcomes. (A) List the planned assessment tools and (B) Describe the procedure the department/program will use to ensure the faculty will be involved in the assessment process. (Refer to University's policy on assessment.)

17. Once the proposal is ready to submit for department review, attach the **Course Outline, Sample Syllabus and Bibliography** for the new course proposal.
- Select the **Attach** button to browse for the file. Multiple documents should be consolidated into one file to reduce the number of attachments.

- Select the file from your computer.
- The file name will appear below the attachment type. Note: To remove the file *prior to saving the form*, select the **Remove** link that displays to the right of the file name. *Once the form is saved the attachment(s) cannot be deleted by the submitter.* Only additional (revised) files can be attached. Contact your associate dean to delete attachments.

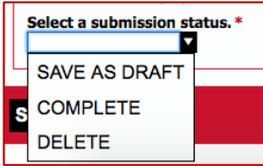
18. Once the proposal is ready to submit for department review, attach additional **Supporting Documentation**, if applicable (may include a [Course Alignment Matrix](#)).
- Select the **Attach** button to browse for the file. Multiple documents should be consolidated into one file to reduce the number of attachments.

- Select the file from your computer.
- The file name will appear below the attachment type. Note: To remove the file *prior to saving the form*, select the **Remove** link that displays to the right of the file name. *Once the form is saved the attachment(s) cannot be deleted by the submitter.* Only additional (revised) files can be attached. Contact your associate dean to delete attachments.

- Provide a brief description of the supporting documentation in the field below the attached document.

19. In the **Record of Consultation** section, enter the college(s) and department(s) affected by the new course proposal. Contact your department chair regarding appropriate consultations. Consultation is conducted between department/program chairs. See the [Submitter User Guide](#) for detailed instructions on how to enter the Record of Consultation.

20. In the **Form Submission** section at the bottom of the form, select a submission status (i.e., save as draft to edit the form at a later time, complete to submit the proposal to the chair, or delete to purge the proposal). See the [Submitter User Guide](#) for detailed instructions on how to submit a proposal.



A screenshot of a web form element. It features a dropdown menu with the title "Select a submission status. \*". The menu is open, showing three options: "SAVE AS DRAFT", "COMPLETE", and "DELETE". The dropdown is set against a red background.

21. Submit the form.



A screenshot of two buttons: "Submit" and "Print". Both buttons are black with white text and are highlighted with a red border.

## Course Modification Proposals

Provide the **Course Information**. Complete the minimum required fields (indicated by a red asterisk \*) to initially save the form. Also include the [course use](#) for all course modification proposals. Then complete only the **applicable fields** that need to be modified.

The course modification may include any of the following:

- [Subject Abbreviation and Course Number](#)
- [Course Level](#)
- [Course Title](#)
- [Short Title](#)
- [Unit Value](#)
- [Classification](#)
- [Requisites](#)
- [Course Description](#)
- [Basis of Grading](#)
- [Number of Times Course May be Taken](#)

1. Enter the **Subject Abbreviation** and **Course Number**. If the course modification includes changing the existing course number, then verify that the proposed number is unused in SOLAR. Consult the SOC coordinator to determine available course numbers.

**Subject Abbreviation and Course Number**  
**Subject Abbreviation (e.g., ENGL) \***  
  
**Course Number (e.g., 115) \*** **Modify Course Number**

2. Select the **Course Type**, if applicable (otherwise leave blank). This section will only be completed if the course type is General Education, Lecture/Lab Combo, Community Service Learning (CS), or Ethnic Studies Graduation Requirement. More than one course type may be selected.

**Course Type (if applicable)**  
Select all that apply.  
 General Education  Lecture/Lab Combo  Community Service Learning (CS)  Ethnic Studies Graduation Requirement

- a. **General Education (GE):** Select the checkbox if the course is available for GE credit. The following GE section will display if the GE Course Type is selected. Check all that apply.

**General Education**  
**General Education Section**  
Select all that apply.  
 A1 Oral Communication  C1 Arts **Information Competence**  
 A2 Written Communication  C2 Humanities  Add GE Information Competence (IC) Requirement  
 A3 Critical Thinking  C3 American History, Institutions and Ideals  
 B1 Physical Science  D1 Social Sciences  
 B2 Life Science  D3/D4 Constitution of the United States/State and Local Government  
 B3 Science Laboratory Activity  D4 California State and Local Government  
 B4 Mathematics/Quantitative Reasoning  E Lifelong Learning  
 B5 Scientific Inquiry and Quantitative Reasoning  F Comparative Cultural Studies  
Note: A new course proposal must be submitted for non-GE courses seeking GE designation or existing GE courses seeking to change GE sections. To list across more than one section of GE, check the appropriate section(s) above.

- b. **Lecture/Lab Combo:** Select the checkbox if the course is both a lecture and laboratory or activity combination that requires the student to take both courses concurrently.
- c. **Community Service Learning (CS):** Select the checkbox if the course is proposed for Community Service Learning. Service learning combines explicit academic learning objectives, preparation, and analysis with meaningful activities in the community. Courses that meet the CS criteria will be tagged with a CS suffix in the catalog.

- d. **Ethnic Studies (ES) Graduation Requirement:** Select the checkbox if the course currently meets or is proposed to meet the Ethnic Studies (ES) Graduation Requirement. ES courses shall have the following course prefixes: AAS, AFRS, AIS, CAS or CHS. Courses without ethnic studies prefixes may meet this requirement if cross-listed with a course with an ethnic studies prefix. Courses that count for the ES requirement must meet 3 of the 5 established [Ethnic Studies SLOs](#) and be approved by the Ethnic Studies Academic Committee (ESAC) prior to review by the Educational Policies Committee. Courses that meet the ES criteria will be tagged with the ES suffix in the catalog. Note: If the course modification proposes to add the Ethnic Studies designation *with no other changes* to the course or course content, fill out the minimum required fields and attach the completed **Ethnic Studies Course Packet** in the supporting documentation section of the form.
3. Select the current **Course Level** from the drop-down list.

4. Select **Modify Course Level** from the drop-down list. If the course level is **NOT** changing, select **None**. Otherwise:
- Select **Undergraduate Only** if the course level is changing *from Graduate Only* or **Undergraduate/Graduate**. (i.e., the modified course will no longer be available for graduate credit)
  - Select **Graduate Only** if the course level is changing *from Undergraduate Only* or **Undergraduate/Graduate**. (i.e., the modified course will no longer be available for undergraduate credit)
  - Select **Undergraduate/Graduate** if the course level is changing *from Undergraduate Only* or **Graduate Only**. (i.e., the modified course will be available for both undergraduate and graduate credit)

5. Enter the current **course title**. The long course title is a required field. If the course modification includes changing the existing course title, then complete the modify field. Review the current **short title**. The short title should be legible and express the long course title as clearly as possible within 20 characters, including spaces. Short titles appear on transcripts, DPRs, Class Search and more. In addition, a poor short title may negatively impact students applying to graduate school or transferring to another institution.
- Focus on keywords.
  - Choose established or well-known abbreviations, when available.
  - Avoid punctuation such as periods and commas. The ampersand is an acceptable abbreviation for the word *and*.
  - Avoid obscure abbreviations, lack of spaces between words, and acronyms that may represent real words or abbreviations with a different meaning.

If the course modification also includes changing the existing **short title**, then enter the current and modify short title fields.

Course Title	
Course Title *	Modify Course Title
Course Short Title (up to 20 characters)	Modify Course Short Title (up to 20 characters)

**Lecture/Lab Combos:** Enter the course titles for both the lecture and lab. The long course titles are required fields. If the course modification includes changing the existing course title(s), then complete the modify field(s). If the course modification also includes changing the existing **short title(s)**, then enter the current and modify short title field(s). See tips above for legible short titles.

Course Title	
Course Title *	Modify Course Title
Course Short Title (up to 20 characters)	Modify Course Short Title (up to 20 characters)
Activity/Lab Title *	Modify Activity/Lab Title
Activity/Lab Short Title (up to 20 characters)	Modify Activity/Lab Short Title (up to 20 characters)

- Enter the current **unit value**. The unit value is a required field. If the course modification includes changing the existing unit value, then complete the modify field.

Unit Value	
Course Unit Value *	Modify Course Unit Value

**Lecture/Lab Combo:** Enter the current unit values for both the lecture and lab. The unit values are required fields. If the course modification includes changing the existing unit value(s), then complete the modify field(s).

Unit Value	
Course Unit Value *	Modify Course Unit Value
Activity/Lab Unit Value *	Modify Activity/Lab Unit Value

- If the course modification includes changing the **number of times and maximum number of units**, then enter the current and proposed number of times and units. *Skip this section if the number of times and units are not changing.*

Number of Times a Course May Be Taken	
Number of Times Course May Be Taken for Credit	Modify Number of Times Course May Be Taken for Credit
Maximum Number of Course Units Allowed	Modify Maximum Number of Course Units Allowed

**Lecture/Lab Combos:** If the course modification includes changing the **number of times and maximum number of units**, then enter the current and proposed number of times and units for both the lecture and lab.

*Skip this section if the number of times and units are not changing.*

Number of Times a Course May Be Taken	
Number of Times Course May Be Taken for Credit <input type="text"/>	Modify Number of Times Course May Be Taken for Credit <input type="text"/>
Maximum Number of Course Units Allowed <input type="text"/>	Modify Maximum Number of Course Units Allowed <input type="text"/>
Number of Times Activity/Lab May Be Taken for Credit <input type="text"/>	Modify Number of Times Activity/Lab May Be Taken for Credit <input type="text"/>
Maximum Number of Activity/Lab Units Allowed <input type="text"/>	Modify Maximum Number of Activity/Lab Units Allowed <input type="text"/>

8. If the course modification includes changing the **classification**, then enter the current and proposed classification for the course. Refer to the [Course Classification Guide](#) for details. *Skip this section if the classification is not changing.*

Classification	
Refer to the <a href="#">Course Classification Guide</a> for details. Consult department chair with questions.	
Course C-Classification <input type="text"/>	Modify Course C-Classification <input type="text"/>

**Lecture/Lab Combos:** If the course modification includes changing the **classification**, then enter the current and proposed classification for both the lecture and the lab. *Skip this section if the classification is not changing.*

Classification	
Refer to the <a href="#">Course Classification Guide</a> for details. Consult department chair with questions.	
Course C-Classification <input type="text"/>	Modify Course C-Classification <input type="text"/>
Activity/Lab C-Classification <input type="text"/>	Modify Activity/Lab C-Classification <input type="text"/>

9. If the course modification includes changing the **basis of grading**, then select the current and proposed basis of grading from the drop-down menu for the course. *Skip this section if the basis of grading is not changing.*

Basis of Grading	
Course Basis of Grading <input type="text"/>	Modify Course Basis of Grading <input type="text"/>

**Lecture/Lab Combos:** If the course modification includes changing the **basis of grading**, then select the current and proposed basis of grading from the drop-down menu for both the lecture and the lab. *Skip this section if the basis of grading is not changing.*

Basis of Grading	
Course Basis of Grading <input type="text"/>	Modify Course Basis of Grading <input type="text"/>
Activity/Lab Basis of Grading <input type="text"/>	Modify Activity/Lab Basis of Grading <input type="text"/>

10. If this course is cross-listed with another new or existing course, complete the **Cross-Listed Courses** section of the form. Select the **Add** button to enter the information for the cross-listed course(s). Enter the subject abbreviation and course number for the cross-listed course, and select **New**, **Existing**, or **Remove** from the **Status** drop-down. Repeat to add additional cross-listed courses. *Skip this section if the course is not cross-listed.*

Cross-Listed Courses (if applicable)			Add
Cross-Listed Subject Abbreviation <input type="text"/>	Cross-Listed Course Number <input type="text"/>	Status <input type="text"/>	Remove

11. If the course modification includes changing **requisites**, then enter the current and proposed requisites(s) for course. Note: The Modify Course Description field must be completed if the requisites are changing. If the proposal also includes changing the **course description**, then enter the current and modify course description fields. See [Sample Course Descriptions](#) for examples.  
*Skip this section if the requisites and/or course description are not changing.*

**Requisites & Course Description**

Prerequisite(s)

Corequisite(s)

Recommended Preparatory

Include prerequisites as part of the course description. If applicable, include a statement about course repeatability, credit/no credit grading, contact hours for classification C7 and above, General Education section, 400-level courses available for graduate credit, or cross-listed courses. See [Sample Course Descriptions](#) for examples.

Course Description

12. Select the **Course Use** (all that apply): own program, major, minor, masters, doctoral, credential, graduate certificate, requirement or elective in another program.

**Course Use**

Select all that apply.

Own Program  Major  Minor  Masters  Doctoral  Credential  Graduate Certificate

Requirement or elective in another program

13. Enter the **justification** for requesting the course modification. If the proposal is for early implementation, also provide a brief explanation as to why the course modification needs to be implemented early. Under special circumstances, early implementation requests with appropriate justification *may* be granted at the discretion of the committee. Refer to the SOPs for acceptable reasons for granting early implementation.

**Justification for Request**

Provide a justification for this request.

14. Complete the **Impact** section of the form.
- Explain how the course modification impacts resources within the department, other departments and the University. Refer to the [Resources List](#) for details.
  - Also describe the impact of the course modification on other departments' programs.

**Impact**

Estimate the impact of this proposal on resources within the department, for other departments, and the University. See [Resource Implications for Curricular Change](#) for more information.

Describe the impact on students in the department and/or other departments' programs.

15. Provide the **student learning outcomes** (SLOs) that are addressed in the course modification. All course modifications except for the exclusions listed below need to include the SLOs.

**Measurable Program Student Learning Outcomes**

Explain which of the program's measurable Student Learning Outcomes are addressed in this course. Either (a) provide a narrative in the field below explaining how the course addresses the program SLOs or (b) attach the [Course Alignment Matrix and Course Objectives Chart](#) as supporting documentation.

Also complete the [General Education](#) or [Graduate ILO](#) fields, if applicable.

Explain how the [General Education Measurable Student Learning Outcomes](#) (from the appropriate section) are addressed in this course.

Explain how the student learning outcomes map to the [Graduate Institutional Learning Outcomes \(ILOs\)](#).

The course modification must include a narrative explaining how the course addresses the program SLOs; or attach the [Course Alignment Matrix and Course Objectives Chart](#) in the supporting documentation section of the form.

The following types of course modifications are **excluded** as long as the program has published program objectives and an assessment plan, and the change does not affect the current SLOs or assessment plan:

- a. Change Course Title
- b. Change Course Description (without changing course content)
- c. Change Subject Abbreviation and/or Course Number
- d. Change Course Requisites

16. Provide the **methods of assessment** that are addressed in the course modification. All course modifications except for the exclusions listed above need to include the Methods of Assessment.

#### Assessment

Provide methods of assessment for measurable student learning outcomes. (A) List the planned assessment tools and (B) Describe the procedure the department/program will use to ensure the faculty will be involved in the assessment process. (Refer to University's policy on assessment.)

17. Once the proposal is ready to submit for department review, attach the **Course Outline/Sample Syllabus/Bibliography** for the course modification proposal, if applicable.
- a. Select the **Attach** button to browse for the file. Multiple documents should be consolidated into one file to reduce the number of attachments.

#### Course Outline/Sample Syllabus/Bibliography

Attach

- b. Select the file from your computer.
- c. The file name will appear below the attachment type. Note: To remove the file *prior to saving the form*, select the **Remove** link that displays to the right of the file name. *Once the form is saved the attachment(s) cannot be deleted by the submitter.* Only additional (revised) files can be attached. Contact your associate dean to delete attachments.

#### Course Outline/Sample Syllabus/Bibliography (1)

(Pending) Sample Syllabus.pdf [Remove]

Attach

18. Once the proposal is ready to submit for department review, attach additional **Supporting Documentation**, if applicable (may include a [Course Alignment Matrix](#)).
- a. Select the **Attach** button to browse for the file. Multiple documents should be consolidated into one file to reduce the number of attachments.

#### Supporting Documentation

Attach

- b. Select the file from your computer.

- c. The file name will appear below the attachment type. Note: To remove the file *prior to saving the form*, select the **Remove** link that displays to the right of the file name. *Once the form is saved the attachment(s) cannot be deleted by the submitter.* Only additional (revised) files can be attached. Contact your associate dean to delete attachments.

**Supporting Documentation (1)**  
 (Pending) [Course Alignment Matrix.pdf](#) [\[Remove\]](#)  
 Attach

- d. Provide a brief description of the supporting documentation in the field below the attached document.

**Supporting Documentation (1)**  
 (Pending) [Course Alignment Matrix.pdf](#) [\[Remove\]](#)  
 Attach

Provide a brief description of the attached supporting documentation.  
 Course Alignment Matrix

19. In the **Record of Consultation** section, enter the college(s) and department(s) affected by the course modification proposal. Contact your department chair regarding appropriate consultations. Consultation is conducted between department/program chairs. See the [Submitter User Guide](#) for detailed instructions on how to enter the Record of Consultation.

**Record of Consultation**  
 Consult with other affected colleges or departments. See [Guidelines for Curricular Consultation](#) for more information.

Other Affected Colleges or Departments Add

20. In the **Form Submission** section at the bottom of the form, select a submission status (i.e., save as draft to edit the form at a later time, complete to submit the proposal to the chair, or delete to purge the proposal). See the [Submitter User Guide](#) for detailed instructions on how to submit a proposal.

Select a submission status. \*

- SAVE AS DRAFT
- COMPLETE
- DELETE

21. Submit the form.

Submit Print

## Delete Course Proposals

Provide the **Course Information**. Complete the minimum required fields (indicated by a red asterisk **\***) to initially save the form. Prior to submission, all sections/fields must be complete. Some fields may be blank if the section states “if applicable”.

1. Enter the **Subject Abbreviation** and **Course Number**.

**Subject Abbreviation and Course Number**

Subject Abbreviation (e.g., ENGL) \*

  
  
Course Number (e.g., 115) \*

2. Select the **Course Type**, if applicable (otherwise leave blank). This section will be completed only if the course type is General Education, Lecture/Lab Combo, Community Service Learning (CS), or Ethnic Studies Graduation Requirement. More than one course type may be selected.

**Course Type (if applicable)**

Select all that apply:

General Education    Lecture/Lab Combo    Community Service Learning (CS)    Ethnic Studies Graduation Requirement

- a. **General Education:** Select the checkbox if the course is available for General Education credit. The following General Education section will display if the General Education Course Type is selected. Check all that apply.

**General Education**

**General Education Section**  
Select all that apply.

<input type="checkbox"/> A1 Oral Communication	<input type="checkbox"/> C1 Arts	<b>Information Competence</b>
<input type="checkbox"/> A2 Written Communication	<input type="checkbox"/> C2 Humanities	<input type="checkbox"/> Meets GE Information Competence (IC) Requirement
<input type="checkbox"/> A3 Critical Thinking	<input type="checkbox"/> C3 American History, Institutions and Ideals	
<input type="checkbox"/> B1 Physical Science	<input type="checkbox"/> D1 Social Sciences	
<input type="checkbox"/> B2 Life Science	<input type="checkbox"/> D3/D4 Constitution of the United States/State and Local Government	
<input type="checkbox"/> B3 Science Laboratory Activity	<input type="checkbox"/> D4 California State and Local Government	
<input type="checkbox"/> B4 Mathematics/Quantitative Reasoning	<input type="checkbox"/> E Lifelong Learning	
<input type="checkbox"/> B5 Scientific Inquiry and Quantitative Reasoning	<input type="checkbox"/> F Comparative Cultural Studies	

- b. **Lecture/Lab Combo:** Select the checkbox if the course is both a lecture and laboratory or activity combination that requires the student to take both courses concurrently.
  - c. **Community Service Learning (CS):** Select the checkbox if the course is designated as Community Service Learning (CS).
  - d. **Ethnic Studies (ES) Graduation Requirement:** Select the checkbox if the course meets the Ethnic Studies (ES) Graduation Requirement.
3. Select the **Course Level** from the drop-down list.

**Course Level**

Select the course level.

- **001-399** Undergraduate Only
- **400-499** Course available for undergraduate credit: Undergraduate Only
- **400-499** Course available for undergraduate and graduate credit: Undergraduate/Graduate
- **500-799** Graduate Only

See [Course Numbering System](#) for more information.

Course Level \*

4. Enter the course title. The course title is a required field.

**Course Title**

Course Title\*

- 5.

**Lecture/Lab Combos:** Enter the course title for both the lecture and lab. The course titles are required fields.

**Course Title**

Course Title\*

  
**Activity/Lab Title\***

6. Enter the unit value. The unit value is a required field.

**Unit Value**

Course Unit Value\*

**Lecture/Lab Combos:** Enter the unit values for both the lecture and lab. The unit values are required fields.

**Unit Value**

Course Unit Value\*

  
**Activity/Lab Unit Value\***

7. If this course is cross-listed with another existing course, complete the **Cross-Listed Courses** section of the form. Select the **Add** button to enter the information for the cross-listed course(s). Enter subject abbreviation and course number for the cross-listed course, and select Existing from the Status drop-down. Repeat to add additional cross-listed courses.

**Cross-Listed Courses (if applicable)** **Add**

Cross-Listed Subject Abbreviation	Cross-Listed Course Number	Status	<b>Remove</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	

8. Select the **Course Use** (all that apply): own program, major, minor, masters, doctoral, credential, graduate certificate, requirement or elective in another program.

**Course Use**

Select all that apply.

Own Program  Major  Minor  Masters  Doctoral  Credential  Graduate Certificate

Requirement or elective in another program

9. Enter the **justification** for deleting the course.  
If the proposal is for early implementation, also provide a brief explanation as to why the course modification needs to be implemented early. Under special circumstances, early implementation requests with appropriate justification *may* be granted at the discretion of the committee. Refer to the SOPs for acceptable reasons for granting early implementation.

**Justification for Request**

Provide a justification for this request.

10. Complete the **Impact** section of the form.
  - a. Explain how deleting the course impacts resources within the department, other departments and the University. Refer to the [Resources List](#) for details.
  - b. Also describe the impact on other departments' programs.

**Impact**

Estimate the impact of this proposal on resources within the department, for other departments, and the University. See [Resource Implications for Curricular Change](#) for more information.

Describe the impact on students in the department and/or other departments' programs.

11. If applicable, attach the syllabus and supporting documentation. See the [Submitter User Guide](#) for instructions.
12. In the **Record of Consultation** section, enter the college(s) and department(s) affected by deleting the course. Contact your department chair regarding appropriate consultations. Consultation is conducted between department/program chairs. See the [Submitter User Guide](#) for detailed instructions on how to enter the Record of Consultation.

**Record of Consultation**

Consult with other affected colleges or departments. See [Guidelines for Curricular Consultation](#) for more information.

**Other Affected Colleges or Departments** **Add**

13. In the **Form Submission** section at the bottom of the form, select a submission status (i.e., save as draft to edit the form at a later time, complete to submit the proposal to the chair, or delete to purge the proposal). See the [Submitter User Guide](#) for detailed instructions on how to submit a proposal.

Select a submission status. \*

SAVE AS DRAFT

COMPLETE

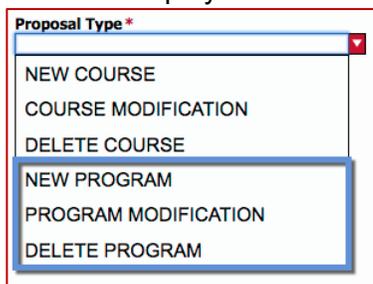
DELETE

14. Submit the form.

**Submit** **Print**

## Initiating a Program Proposal

1. **Proposal Type:** Select the proposal type from the drop-down list (New Program, Program Modification, or Delete Program). Once the proposal type is selected, additional fields will display.

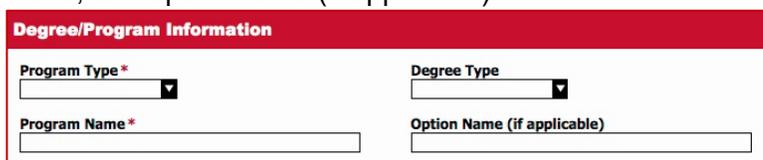


A screenshot of a dropdown menu titled "Proposal Type \*". The menu is open, showing a list of options: NEW COURSE, COURSE MODIFICATION, DELETE COURSE, NEW PROGRAM, PROGRAM MODIFICATION, and DELETE PROGRAM. The "NEW PROGRAM" option is highlighted with a blue border.

## New Program Proposals

Provide the **Degree/Program Information**. Complete the minimum required fields (indicated by a red asterisk \*) to initially save the form. Prior to submission, all sections/fields must be complete. Some fields may be blank if the section states "if applicable".

1. Enter the degree/program information, which includes program type (Bachelor, Minor, Master, Doctoral, Certificate, or Credential), degree type (B.A., M.A., etc.), program name, and option name (if applicable).



A screenshot of the "Degree/Program Information" form. It has a red header. Below the header are four fields: "Program Type \*" (a dropdown menu), "Degree Type" (a dropdown menu), "Program Name \*" (a text input field), and "Option Name (if applicable)" (a text input field).

2. Enter the unit requirements. Note: A subprogram (e.g., option or emphasis) must constitute *less than one half of the units* required in the program. See [CSU Executive Order 1071](#) for details.
  - a. For undergraduate proposals (e.g., B.A., B.S., minor) complete the section Unit Requirements for Undergraduate Proposals.

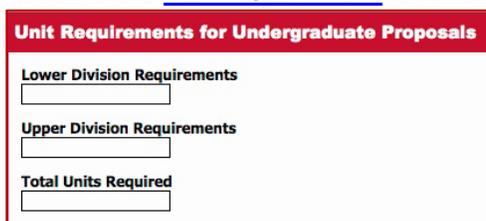
### Undergraduate Majors



A screenshot of the "Unit Requirements for Undergraduate Proposals" form for Majors. It has a red header. Below the header are six text input fields: "Lower Division Requirements", "Upper Division Requirements", "Total Units Required in Major", "GE Requirements Not Overlapping with Major", "Additional Units", and "Total Units Required".

### Undergraduate Minors

Refer to the [Minor Guidelines](#) for more information.



A screenshot of the "Unit Requirements for Undergraduate Proposals" form for Minors. It has a red header. Below the header are three text input fields: "Lower Division Requirements", "Upper Division Requirements", and "Total Units Required".

- b. For graduate proposals (e.g., M.A., M.S., doctoral, certificate, credential) complete the section Unit Requirements for Graduate Proposals.

## Master or Doctoral

Unit Requirements for Graduate Proposals
Required Core Courses <input type="text"/>
Electives/Option Courses <input type="text"/>
Culminating Experience (e.g. 697, 698; not 696) <input type="text"/>
Total Units Required <input type="text"/>
Does the program allow/require any 400-level courses approved for graduate credit? If so, please explain how the courses fit in the program broken down by units. <input type="text"/>

## Certificate or Credential

Refer to the [Certificates Policy](#) for more information.

Unit Requirements for Graduate Proposals
Required Core Courses <input type="text"/>
Electives/Option Courses <input type="text"/>
Total Units Required <input type="text"/>
Does the program allow/require any 400-level courses approved for graduate credit? If so, please explain how the courses fit in the program broken down by units. <input type="text"/>

3. Enter the **justification** for requesting the new program.  
If the proposal is for early implementation, also provide a brief explanation as to why the new program needs to be implemented early. Under special circumstances, early implementation *may* be granted at the discretion of the committee. Refer to the SOPs for acceptable reasons for granting early implementation.

Justification for Request
Provide a justification for this request. <input type="text"/>

4. Complete the **Impact** section of the form. Explain how the new program impacts resources within the department, other departments and the University. Refer to the [Resources List](#) for details.

Impact
Estimate the impact of this proposal on resources within the department, for other departments, and the University. See <a href="#">Resource Implications for Curricular Change</a> for more information. <input type="text"/>

5. Provide the goals and measurable student learning outcomes for the program.

Measurable Program Student Learning Outcomes
Provide the goals and measurable student learning outcomes for the program. <input type="text"/>

For all graduate degree programs, explain how the program's SLOs map to the [Graduate Institutional Learning Outcomes \(ILOs\)](#).

Explain how the student learning outcomes map to the <a href="#">Graduate Institutional Learning Outcomes (ILOs)</a> . <input type="text"/>
------------------------------------------------------------------------------------------------------------------------------------------------

6. Provide methods of assessment for measurable student learning outcomes.
  - a. List planned assessment tools.
  - b. Describe the procedure the department/program will use to ensure the faculty will be involved in the assessment process. (Refer to the University's policy on assessment.)

**Assessment**

Provide methods of assessment for measurable student learning outcomes. (A) List the planned assessment tools and (B) Describe the procedure the department/program will use to ensure the faculty will be involved in the assessment process. (Refer to University's policy on assessment.)

7. Once the proposal is ready to submit for department review, attach the proposed **Catalog Copy** for the new program proposal (see [sample templates](#)).
  - a. Select the **Attach** button to browse for the file. Multiple documents should be consolidated into one file to reduce the number of attachments.

**Catalog Copy**

Attach

- b. Select the file from your computer.
  - c. The file name will appear below the attachment type. Note: To remove the file *prior to saving the form*, select the **Remove** link that displays to the right of the file name. *Once the form is saved the attachment(s) cannot be deleted by the submitter.* Only additional (revised) files can be attached. Contact your associate dean to delete attachments.

**Catalog Copy (1)**

(Pending) [Catalog Copy.pdf](#) [\[Remove\]](#)

Attach

8. Once the proposal is ready to submit for department review, attach **Supporting Documentation** for the new program proposal. Note: Additional supporting documentation for new degree programs (i.e., bachelor, master, doctoral) should include the Chancellor's Office New Program Template. Refer to the [CSU New Program Development](#) website for details.
  - a. Select the **Attach** button to browse for the file. Multiple documents should be consolidated into one file to reduce the number of attachments.

**Supporting Documentation**

Attach

- b. Select the file from your computer.
  - c. The file name will appear below the attachment type. Note: To remove the file *prior to saving the form*, select the **Remove** link that displays to the right of the file name. *Once the form is saved the attachment(s) cannot be deleted by the submitter.* Only additional (revised) files can be attached. Contact your associate dean to delete attachments.

**Supporting Documentation (1)**

(Pending) [Course Alignment Matrix.pdf](#) [\[Remove\]](#)

Attach

- d. Provide a brief description of the supporting documentation in the field below the attached document.

**Supporting Documentation (1)**

(Pending) [Course Alignment Matrix.pdf](#) [Remove]

**Attach**

**Provide a brief description of the attached supporting documentation.**

Course Alignment Matrix

9. In the **Record of Consultation** section, enter the college(s) and department(s) affected by the new program proposal. Contact your department chair regarding appropriate consultations. Consultation is conducted between department/program chairs. See the [Submitter User Guide](#) for detailed instructions on how to enter the Record of Consultation.

**Record of Consultation**

Consult with other affected colleges or departments. See [Guidelines for Curricular Consultation](#) for more information.

**Other Affected Colleges or Departments** **Add**

10. In the **Form Submission** section at the bottom of the form, select a submission status (i.e., save as draft to edit the form at a later time, complete to submit the proposal to the chair, or delete to purge the proposal). See the [Submitter User Guide](#) for detailed instructions on how to submit a proposal.

Select a submission status. \*

SAVE AS DRAFT

COMPLETE

DELETE

11. Submit the form.

**Submit** **Print**

## Program Modification Proposals

Provide the **Degree/Program Information**. Complete the minimum required fields (indicated by a red asterisk \*) to initially save the form. Prior to submission, all sections/fields must be complete. Some fields may be blank if the section states “if applicable”.

Some program modifications to degrees/options require Chancellor’s Office notification or approval. Refer to the [CSU Program Modification](#) website for more information.

1. Enter the degree/program information, which includes program type (Bachelor, Minor, Master, Doctoral, Certificate, or Credential), degree type (B.A., M.A., etc.), program name, and option name (if applicable).

**Degree/Program Information**

Program Type* <input type="text"/>	Degree Type <input type="text"/>
Program Name* <input type="text"/>	Option Name (if applicable) <input type="text"/>

2. **Nature of Modification:** Select the appropriate checkbox(es) indicating one or more of the following change(s):
  - a. New option to an existing degree program
  - b. Change in GE requirements (undergraduate majors only)
  - c. Change in program requirements with no change in total units in program
  - d. Increase total units in program
  - e. Decrease total units in program
  - f. Other, please specify

**Nature of Modification**

Select all that apply.

New option to an existing degree program

Change in GE requirements (undergraduate majors only)

Change in program requirements with no change in total units in program

Increase total units in program

Decrease total units in program

Other

**Please specify other.\***

3. Enter the unit requirements. Note: A subprogram (e.g., option or emphasis) must constitute *less than one half of the units* required in the program. See [CSU Executive Order 1071](#) for details.
  - a. For undergraduate proposals (e.g., B.A., B.S., minor) complete the section Unit Requirements for Undergraduate Proposals.

**Unit Requirements for Undergraduate Proposals**

Lower Division Requirements

Upper Division Requirements

Total Units Required in Major

GE Requirements Not Overlapping with Major

Additional Units

Total Units Required

## Undergraduate Minors

Refer to the [Minor Guidelines](#) for more information.

Unit Requirements for Undergraduate Proposals	
Lower Division Requirements	<input type="text"/>
Upper Division Requirements	<input type="text"/>
Total Units Required	<input type="text"/>

- b. For graduate proposals (e.g., M.A., M.S., doctoral, certificate, credential) complete the section Unit Requirements for Graduate Proposals.

## Master or Doctoral

Unit Requirements for Graduate Proposals	
Required Core Courses	<input type="text"/>
Electives/Option Courses	<input type="text"/>
Culminating Experience (e.g. 697, 698; not 696)	<input type="text"/>
Total Units Required	<input type="text"/>
Does the program allow/require any 400-level courses approved for graduate credit? If so, please explain how the courses fit in the program broken down by units.	
<input type="text"/>	

## Certificate or Credential

Refer to the [Certificates Policy](#) for more information.

Unit Requirements for Graduate Proposals	
Required Core Courses	<input type="text"/>
Electives/Option Courses	<input type="text"/>
Total Units Required	<input type="text"/>
Does the program allow/require any 400-level courses approved for graduate credit? If so, please explain how the courses fit in the program broken down by units.	
<input type="text"/>	

4. Provide a brief summary of the proposed changes.

Summary of Proposal
Provide a brief summary of the proposal.
<input type="text"/>

5. Enter the **justification** for requesting the program modification. If the proposal is for early implementation, also provide a brief explanation as to why the program modification needs to be implemented early. Under special circumstances, early implementation requests with appropriate justification *may* be granted at the discretion of the committee. Refer to the SOPs for acceptable reasons for granting early implementation.

Justification for Request
Provide a justification for this request.
<input type="text"/>

6. Complete the **Impact** section of the form. Explain how the program modification impacts resources within the department, other departments and the University. Refer to the [Resources List](#) for details.

Impact
Estimate the impact of this proposal on resources within the department, for other departments, and the University. See <a href="#">Resource Implications for Curricular Change</a> for more information.
<input type="text"/>

7. Provide the goals and measurable student learning outcomes for the program.

**Measurable Program Student Learning Outcomes**

Provide the goals and measurable student learning outcomes for the program.

For all graduate degree programs, explain how the program's SLOs map to the [Graduate Institutional Learning Outcomes \(ILOs\)](#).

Explain how the student learning outcomes map to the [Graduate Institutional Learning Outcomes \(ILOs\)](#).

8. Provide methods of assessment for measurable student learning outcomes.
- List planned assessment tools.
  - Describe the procedure the department/program will use to ensure the faculty will be involved in the assessment process. (Refer to the University's policy on assessment.)

**Assessment**

Provide methods of assessment for measurable student learning outcomes. (A) List the planned assessment tools and (B) Describe the procedure the department/program will use to ensure the faculty will be involved in the assessment process. (Refer to University's policy on assessment.)

9. Once the proposal is ready to submit for department review, attach the proposed **Catalog Copy** for the program modification proposal (see [sample template](#)).
- Select the **Attach** button to browse for the file. Multiple documents should be consolidated into one file to reduce the number of attachments.

**Catalog Copy**

Attach

- Select the file from your computer.
- The file name will appear below the attachment type. Note: To remove the file *prior to saving the form*, select the **Remove** link that displays to the right of the file name. *Once the form is saved the attachment(s) cannot be deleted by the submitter.* Only additional (revised) files can be attached. Contact your associate dean to delete attachments.

**Catalog Copy (1)**

(Pending) Catalog Copy.pdf [Remove]

Attach

10. Once the proposal is ready to submit for department review, attach additional **Supporting Documentation** for the program modification proposal, if applicable. Some program modifications to degrees/options require Chancellor's Office notification or approval. Refer to the [CSU Program Modification](#) website for more information.
- Select the **Attach** button to browse for the file. Multiple documents should be consolidated into one file to reduce the number of attachments.

**Supporting Documentation**

Attach

- Select the file from your computer.
- The file name will appear below the attachment type. Note: To remove the file *prior to saving the form*, select the **Remove** link that displays to the right of the file name. *Once the form is saved the attachment(s) cannot be deleted by the submitter.* Only additional (revised) files can be attached. Contact your associate dean to delete attachments.

**Supporting Documentation (1)**

(Pending) [Course Alignment Matrix.pdf](#) [Remove]

**Attach**

- d. Provide a brief description of the supporting documentation in the field below the attached document.

**Supporting Documentation (1)**

(Pending) [Course Alignment Matrix.pdf](#) [Remove]

**Attach**

**Provide a brief description of the attached supporting documentation.**

Course Alignment Matrix

11. In the **Record of Consultation** section, enter the college(s) and department(s) affected by the program modification proposal. Contact your department chair regarding appropriate consultations. Consultation is conducted between department/program chairs. See the [Submitter User Guide](#) for detailed instructions on how to enter the Record of Consultation.

**Record of Consultation**

Consult with other affected colleges or departments. See [Guidelines for Curricular Consultation](#) for more information.

**Other Affected Colleges or Departments** **Add**

12. In the **Form Submission** section at the bottom of the form, select a submission status (i.e., **Save as Draft** to edit the form at a later time, **Complete** to submit the proposal to the chair, or **Delete** to purge the proposal). See the [Submitter User Guide](#) for detailed instructions on how to submit a proposal.

Select a submission status. \*

SAVE AS DRAFT

COMPLETE

DELETE

13. Submit the form.

**Submit** **Print**

## Delete Program Proposals

Provide the **Degree/Program Information**. Complete the minimum required fields (indicated by a red asterisk \*) to initially save the form. Prior to submission, all sections/fields must be complete. Some fields may be blank if the section states “if applicable”.

1. Enter the degree/program information, which includes program type (Bachelor, Minor, Master, Doctoral, Certificate, or Credential), degree type (B.A., M.A., etc.), program name, and option name (if applicable).

The screenshot shows a red header bar with the text "Degree/Program Information". Below the header are four input fields: "Program Type\*" (a dropdown menu), "Degree Type" (a dropdown menu), "Program Name\*" (a text box), and "Option Name (if applicable)" (a text box).

2. Provide a brief summary of the proposal.

The screenshot shows a red header bar with the text "Summary of Proposal". Below the header is a text box with the instruction "Provide a brief summary of the proposal."

3. Enter the **justification** for deleting the program.  
If the proposal is for early implementation, also provide a brief explanation as to why the program needs to be deleted early. Under special circumstances, early implementation requests with appropriate justification *may* be granted at the discretion of the committee. Refer to the SOPs for acceptable reasons for granting early implementation.

The screenshot shows a red header bar with the text "Justification for Request". Below the header is a text box with the instruction "Provide a justification for this request."

4. Complete the **Impact** section of the form. Explain how deleting the program impacts resources within the department, other departments and the University. Refer to the [Resources List](#) for details.

The screenshot shows a red header bar with the text "Impact". Below the header is a text box with the instruction "Estimate the impact of this proposal on resources within the department, for other departments, and the University. See [Resource Implications for Curricular Change](#) for more information."

5. Attach supporting documentation, if applicable. See the [Submitter User Guide](#) for instructions.
6. In the **Record of Consultation** section, enter the college(s) and department(s) affected by deleting the program. Contact your department chair regarding appropriate consultations. Consultation is conducted between department/program chairs. See the [Submitter User Guide](#) for detailed instructions on how to enter the Record of Consultation.

The screenshot shows a red header bar with the text "Record of Consultation". Below the header is a text box with the instruction "Consult with other affected colleges or departments. See [Guidelines for Curricular Consultation](#) for more information."

7. In the **Form Submission** section at the bottom of the form, select a submission status (i.e., save as draft to edit the form at a later time, complete to submit the proposal to the chair, or delete to purge the proposal). See the [Submitter User Guide](#) for detailed instructions on how to submit a proposal.

The screenshot shows a dropdown menu with the text "Select a submission status.\*". The menu is open, showing three options: "SAVE AS DRAFT", "COMPLETE", and "DELETE".

8. Submit the form.

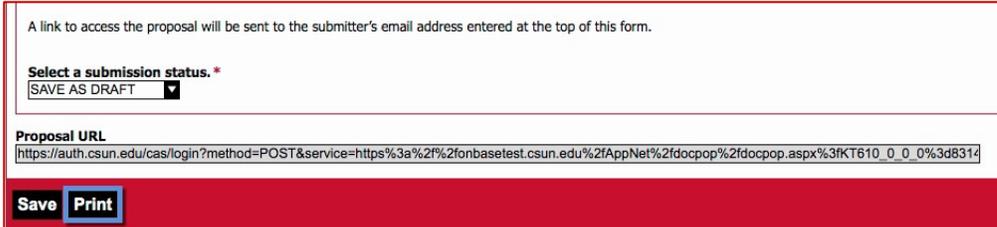
The screenshot shows two buttons: "Submit" and "Print".

## Print or Save PDF of Proposal

The **Print** button is available at the bottom of the page to print a hard copy or save a PDF of the proposal form. Note: If the proposal includes any attachments, the file(s) must be downloaded and/or printed separately from the proposal form.

### Print

1. Select the **Print** button (NOT the Save button) at the bottom of the proposal form.



A link to access the proposal will be sent to the submitter's email address entered at the top of this form.

Select a submission status. \*

SAVE AS DRAFT

Proposal URL

[https://auth.csun.edu/cas/login?method=POST&service=https%3a%2f%2fonbasetest.csun.edu%2fAppNet%2fdocpop%2fdocpop.aspx%3fKT610\\_0\\_0\\_0%3d8314](https://auth.csun.edu/cas/login?method=POST&service=https%3a%2f%2fonbasetest.csun.edu%2fAppNet%2fdocpop%2fdocpop.aspx%3fKT610_0_0_0%3d8314)

Save Print

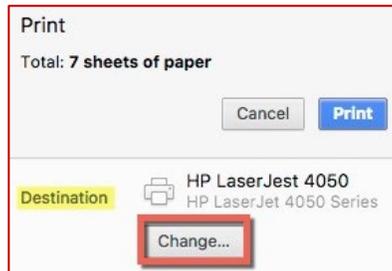
2. When the print dialogue box displays, print as you would any other file.

### Save PDF

1. Select the **Print** button (NOT the Save button) at the bottom of the proposal form.
2. When the print dialogue box displays, save as you would any other file. Depending on the web browser or the computer, the following may apply. For technical assistance please contact the College IT.

### Chrome Print Dialogue Box (PC, Mac):

- a. Under "Destination" select the Change button.



Print

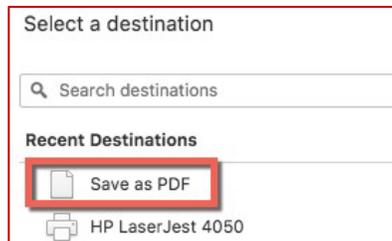
Total: 7 sheets of paper

Cancel Print

Destination  HP LaserJest 4050  
HP LaserJet 4050 Series

Change...

- b. Choose Save as PDF.



Select a destination

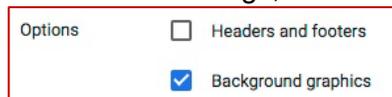
Search destinations

Recent Destinations

 Save as PDF

 HP LaserJest 4050

- c. Under More Settings, select the option Background Graphics.

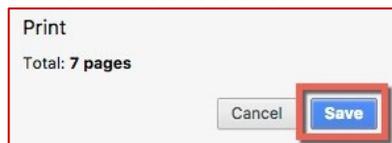


Options

Headers and footers

Background graphics

- d. Select the Save button.



Print

Total: 7 pages

Cancel Save

- e. You will be prompted to save the file to your computer.