Curriculum submission/review/approval cycle
The curriculum submission, review and approval cycle begins, for the 2021-22 Academic Year, in February 2020. In future years (beginning the 2022-23 Academic Year) the review and approval cycle will start in January.

NEW PROGRAMS

New program proposals require a Projected Degree Proposal submitted to the Deputy Provost in November for submission to the Chancellor's Office by their January deadline, placement on the March Board of Trusties agenda, and inclusion on the CSU Academic Master Plan. Curriculum development and degree implementation proposal submission through college workflow can begin once the BOT has authorized the projection. Campus approved degree implementation proposals are submitted to the Chancellor's Office Academic Program Planning early in the year **PRIOR** to the planned implementation. For example: implementation of an authorized new program for the 2023-24 Academic Year is submitted in January/February of 2022 to meet October 1 2022 deadline for inclusion of approved program on the CO Database for 2023-24 AY student application period.

Documents
All new program documents and guidelines are available at https://www2.calstate.edu/csu-system/administration/academic-and-student-affairs/academic-programs-innovations-and-faculty-development/

EXISTING PROGRAMS

Elevation of Concentration
An elevation of a concentration requires review and approval from the Chancellor's Office. It is recommended that elevation submissions begin in August one year prior to the fall application period for the Academic Year the degree is expected to begin. Submissions must have completed all approval steps in the college workflow, and include all fully completed documents required by the Chancellor's Office, in time to be placed on the February UCC agenda and the March Faculty Senate agenda for review and approval. Submissions that do not have the completed Chancellor's Office forms will be returned to the originator of the proposal. This could potentially delay the start year.

Documents
CO Elevating Concentrations to Full Degree Program Template must be completed including:
- Program overview
- Proposed CSU degree program code and corresponding CIP code
- Proposed catalog copy including the program description, degree requirements and admission requirements, (including course catalog numbers, titles, course units), and admission requirements. For master's degrees, please also include catalog copy describing the culminating experience requirement(s)
- Side-by-side comparison showing current and proposed course requirements
- Comprehensive assessment plan using the CO template (see [CO Develop a New Program website](#) for template)
- Curriculum map using the CO template (see [CO Develop a New Program website](#) for template)
- Enrollment numbers for the last 3-5 years
- Teach-out policy language
- Two-year and four-year roadmaps for undergraduate degrees
- Evidence that the current option will be discontinued
- Documentation of the campus curriculum approval process

Note: The office of Academic Programs will provide WASC Substantive Change memo and memo of administrative support to sustain the stand-alone program

Degree title changes, added/retitled concentrations
College/department Submission and Approval cycle: January through March
Degree title changes and added and/or retitled concentration submissions must have completed all approval steps in the college workflow, and include all fully completed documents required by the Chancellor's Office, in time to be placed on the April UCC agenda and on the May Faculty Senate agenda for review and approval. The Chancellor's Office provides final approval for inclusion on the Degree Database during the fall student

application period. Program submissions that do not have the completed Chancellor's Office forms will be returned to the originator of the proposal. This could potentially delay the start year.

Documents for adding/retitling concentrations

Adding concentration template or Retitle justification template

Two-year and four-year roadmaps for **all** concentrations in the degree

Documents for degree title change

Changing a Degree Title template

Teach-out plan

COURSES

College/department Submission and Approval cycle: January through October

Courses must have completed all approval steps in the college workflow in time to be placed on the November UCC agenda for review and approval and on the December Faculty Senate agenda for review. Courses are bridged into PeopleSoft and must have completed all review and approval steps to be available for fall term class schedule production in February.