

Graduate Studies Committee (GSC) Curriculum Procedures 2016-2017

All revisions to existing courses or programs, and submissions of a new course or program for review must be submitted through the USD Course Inventory Management system. This can be accessed via the MySanDiego portal by going to the Teach/Advise Tab and looking in the Faculty Tools box in the upper left portion of the screen. The Faculty Tools list includes two links:

Online Catalog Course Submission (CIM)
Online Catalog Program Submission (CAT)

Submission of course or program actions implies that proposals have received Department or Program approval, and the results of a Department/Program vote must be included on each submission. This information can be provided by the person submitting the proposal or by the department chair, when they approve the proposal in CIM/CAT.

Proposed curricular actions must be submitted through CIM/CAT and approved by the department chair or program director **at least one week** prior to an upcoming GSC meeting in order to be included on the agenda for that meeting. Agendas and meeting materials for upcoming GSC meetings will be posted on the GSC website at least five days prior to each meeting. **No printed copies of materials will be provided.**

Expedited Actions (see below) will be placed first on the GSC agenda and automatically approved by the Committee in the absence of objections. Expedited Action items must be submitted at least one week prior to an upcoming GSC meeting in order to be included on the agenda for that meeting.

Non-expedited actions potentially impact other programs and/or departments, which should be provided two weeks to review the submitted materials and furnish comments to the submitting department prior to GSC consideration. All submitted comments will be made available to the submitting department for their response. After the response is received, materials will be made available for Graduate Studies Committee members, and the item will be listed on a GSC agenda. At the GSC meeting, a short period of time for brief comments and questions, along with an opportunity to object, will be given for each agenda item.

For proposals of new courses and program revisions submitted to the committee, the committee will accept proposed actions unless objections are raised, in which case discussion and a vote will follow.

New academic programs, including new degrees, must go through the *Academic Program Review Process* (<http://www.sandiego.edu/provost/docs-forms/academic-initiatives-procedures.php>).

Expedited Actions

- Change in course # that will not affect other programs in any College/School
- Change in course title (editorial only)
- Change in course pre-requisite(s) that will not affect other programs in any College/School
- Catalog description change (editorial only)
- Deletion of course(s) that will not affect other programs in any College/School

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Non-Expedited Curricular Changes

- Change in course pre-requisite(s) that will affect other programs in any College/School
- Deletion of course(s) that will affect other programs in any College/School
- Addition of new course
- Revision of existing course
- Revision of existing program
- Proposal of new program

Proposals of new courses and revisions to programs submitted to the committee will be accepted by the committee, unless objections are raised, in which case discussion and a vote will follow.