GEORGIA COLLEGE
GEORGIA'S PUBLIC LIBERAL ARTS UNIVERSITY

GC University-Level Curriculum Approval Process Guide

Introduction

All curriculum proposals must be approved by the Department Curriculum Committee (if applicable), Department Chair, College Curriculum Committee, and the Dean **before** being entered at the University level at the following site: https://www.gcsu.edu/provost/gc-curriculum-approval.

Program and Core proposals (does not apply to new or modified undergraduate/graduate courses or GC1Y/GC2Y courses) must be accompanied by a *Degree Program and Curriculum Changes Proposal Cover Sheet.*

GCXY proposals are submitted via a special form.

The GC Curriculum Approval page has resources to assist at the bottom of the page (as shown below).

RESOURCES

- Certificate Notification Form

- Degree Program and Curriculum Proposal Cover Sheet

- Double Bobcats Pathway Proposal (for planning purposes)

- GC1Y and GC2Y forms and rubrics

- GC University Level Curriculum Approval Process

- GC Curriculum Approval Process Guide

- GC Approval Process

- USG Academic Program Proposal forms and information

- USG Core Curriculum Course Proposal Form: Areas A-E

- Other USG Core Curriculum Change Forms

Courses

Courses must be entered individually even if part of a new major, minor, certificate, concentration, etc. .

New

New undergraduate (Area F) or graduate courses should be created and designed with input from the originating academic program faculty (SACSCOC 10.4).

New Core courses and GC1Y/GC2Y courses should be entered under "Submit Program or Core Proposal."

> **SUBMIT UNDERGRADUATE OR GRADUATE COURSE PROPOSAL**

Modification of

To change a course title, number, credit hours, catalog description, pre- or co-requisite, grade type, area of curriculum, whether the course is repeatable or nonrepeatable, the method of delivery, or to completely delete a course, choose "Modify Existing Course Form."

> **MODIFY EXISTING COURSE FORM**

As part of a new program, certificate, concentration, etc.

New courses and/or course modifications must be entered as above *in addition to* submitting the program or core proposal.

New Core courses

New core courses require the USG "Core Curriculum Course Proposal Form-Areas A-E" found in the Resources section on the GC Curriculum Approval page.

GC1Y/GC2Y

While GC1Y/GC2Y classes are individual courses, please enter under "Submit Program or Core Proposal" and choose General Education Course Requirement or Change to the Core under "Action Item."

Information, forms, and rubrics for GC1Y/GC2Y courses can be found on the General Education Committee page: https://www.gcsu.edu/provost/general-education-committee-gec-provost

Please use the forms on the above page as older versions are obsolete.

The *Degree Program and Curriculum Changes Proposal Cover Sheet* is not required as the lower level approvals are incorporated in the forms.

Please use either GC1Y or GC2Y in the name of your proposal. (i.e. GC1Y: How to Solve Problems)

> **SUBMIT PROGRAM OR CORE PROPOSAL**

Double Bobcats Pathway Proposals

As with all other curriculum proposals, Double Bobcats Pathway Proposals must go through college-level governance before being submitted in the *GC Online Curriculum Management System*.

If a pathway involves more than one college, the proposal must be approved by both colleges before submission at the university level.

SUBMIT DOUBLE BOBCATS PATHWAY PROPOSAL

In an effort to assist with creating a draft of the pathway proposal, a PDF is available under the Resources section at the bottom of the page.

The PDF version can be used for approvals at the college level, but the above process must be followed for final submission at the university level.

RESOURCES

- Certificate Notification Form
- Degree Program and Curriculum Proposal Cover Sheet
- Double Bobcats Pathway Proposal (for planning purposes)
- GC1Y and GC2Y forms and rubrics
- GC University Level Curriculum Approval Process
- GC Curriculum Approval Process Guide
- GC Approval Process
- USG Academic Program Proposal forms and information
- USG Core Curriculum Course Proposal Form: Areas A-E
- Other USG Core Curriculum Change Forms

Program Proposals

The USG requires forms for various proposals. Links to the following can be found on the GC Curriculum Approval site:

- Academic Program Proposal
- Core Curriculum Course Proposal Form – Areas A – E (*do not use for GC1Y/GC2Y classes*)
- Certificate Notification Form (*for standalone graduate certificates only*)

Program and Core Proposals must go through the complete governance process at the college level before being entered into the GC Online Curriculum Management System (OCMS). Only Dean's Office level administrators should enter curriculum items into the OCMS.

Use for GC1Y/GC2Y courses, core courses, majors, minors, certificates, and concentrations.

SUBMIT PROGRAM OR CORE PROPOSAL

After you click "Submit Program or Core Proposal" and fill out the contact information, choose the correct action item in the dropdown menu (corresponds with the action items on the *Degree Program and Curriculum Changes Proposal Cover Sheet.*

Proposal Information

Action Item *

- Select -

- Select -
New Major, Minor, Certificate or Concentration
Rename Major, Minor, Certificate or Concentration
Deactivate-Discontinue Major, Minor, Certificate, or Concentration
New Degree or Graduation Requirement
General Education Course Requirement or Change to the Core
Curricular Change that Impacts Multiple Colleges
Modify Existing Major, Minor, Certificate, Concentration Requirements

Proposal Name *

Business Supply Theory

Checking on Your Submission(s)

Program and core proposals are due by the Friday two weeks before the Graduate Council, General Education Committee, or University Curriculum Committee meets (see Governance Calendar for dates). All proposals will be routed the following Monday. You can check the progress of your program or core proposal by clicking on:

VIEW PROGRESS OF PROGRAM PROPOSAL