



## GC Curriculum Approval Process Guide

### Introduction

All curriculum proposals must be approved by the Department Curriculum Committee, 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>.

Curriculum proposals except for undergraduate, graduate, and GC1Y/GC2Y courses should be accompanied by a *Degree Program and Curriculum Changes Proposal Cover Sheet*.

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

#### Resources

- [GC Approval Process](#)
- [Degree Program and Curriculum Changes Proposal Cover Sheet](#)
- [USG Academic Program Proposal Form](#)
- [USG Core Curriculum Course Proposal Form: Areas A-E](#)
- [Other USG Core Curriculum Change Forms](#)
- [GC1Y and GC2Y forms and rubrics](#)
- [Certificate Notification Form](#)

## Courses

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

### New

New courses are entered as undergraduate or graduate. GC1Y/GC2Y courses should be entered under “Submit Program or Core Proposal.”

[SUBMIT UNDERGRADUATE COURSE PROPOSAL >](#)

[SUBMIT GRADUATE COURSE PROPOSAL >](#)

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

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

### 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 Curriculum Approval page:  
<https://www.gcsu.edu/provost/gc-curriculum-approval>

Please use the forms on the above page (revision date 03/2019) 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.

### 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 delete a course, choose “Modify Existing Course Form.”

[MODIFY EXISTING COURSE FORM >](#)

(Use to delete or change course title, number, catalog description, pre- or co-requisite, etc.)

## 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 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.**

[SUBMIT PROGRAM OR CORE PROPOSAL >](#)

(Use for core courses, GC1Y/2Y courses, majors, minors, certificates, and concentrations)

### Proposal Information

Action Item *	Proposal Name *
<input type="text" value="- Select -"/>	<input type="text" value="Business Supply Theory"/>
<ul style="list-style-type: none"><li>- Select -</li><li>New Major, Minor, Certificate or Concentration</li><li>Rename Major, Minor, Certificate or Concentration</li><li>Deactivate-Discontinue Major, Minor, Certificate, or Concentration</li><li>New Degree or Graduation Requirement</li><li>General Education Course Requirement or Change to the Core</li><li>Curricular Change that Impacts Multiple Colleges</li><li>Modify Existing Major, Minor, Certificate, Concentration Requirements</li></ul>	

The above action items correspond with the action items on the *Degree Program and Curriculum Changes Proposal Cover Sheet*.

Reminder: All curriculum proposals, with the exception of undergraduate, graduate, and GC1Y/GC2Y courses, should be accompanied by a Degree Program and Curriculum Changes Proposal Cover Sheet.

## 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 >](#)