All curricular changes are reviewed and approved by the Associate Vice President, Academic Programs and Graduate Studies.

**PROCEDURES**

As outlined in the Curricular Procedures Manual (CPM), which was approved by the Committee on Instruction and Curriculum (CIC) (see 2008-09 CIC 31) and acknowledged by the Academic Senate on May 5, 2009, all curricular changes, including new proposals, changes to current courses or programs, and deletions, are submitted to the Curriculum Coordinator in Academic Programs and Graduate Studies for review and approval by the Associate Vice President, Academic Programs and Graduate Studies.

The flowcharts in the CPM indicate each step in the process. These flowcharts were discussed and approved by members of the 2010-11 CIC (see minutes of January 10, 2011 and March 7, 2011), as appropriately representing the policies previously adopted by the Academic Senate.
Addendum 1:
Summary of Most Recent Curricular Procedures Approvals

<table>
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<tr>
<th>New Policy on Self-support Programs</th>
<th>12-13 CIC 13</th>
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<td>Modification of New Course Request Form</td>
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<td>Approval Process for New Degree Programs</td>
<td>2009-10 CIC 20</td>
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</table>

**12-13 CIC 13** states that:

Any proposals for self-support programs must follow standard program approval processes including **approval** by the department, college curriculum committee, Dean, and Academic Programs and Graduate Studies, as well as Division of Continuing and International Education, prior to going to the Senate committees.

This is a clear indication that approval from APGS is required in the standard approval process.

**10-11 CIC 14** states that:

7) University Curriculum Coordinator forwards proposed curriculum request to the Associate Vice President of APGS for review.
8) University Curriculum Coordinator forwards the final, approved copy to the College Curriculum Coordinator.

Again, clear indication that AVP of APGS is again expected to review and approve.

There was discussion of the proposed Flowcharts at CIC meetings on January 10, 2011 and March 7, 2011.

**09-10 CIC 20** states that:

The following charts the sequence of review/ approval for new Degree Programs:

Step 1: Initial Proposal Without Curricular Details (see appendix A for required information):
   1) College Curriculum Committee
   2) Academic Programs and Graduate Studies
   3) Committee on Academic Planning and Resources (to be put on the Academic Plan)
   4) Academic Senate
   5) Chancellor’s Office (for approval of addition to Academic Plan)

Step 2: Full Proposal Including Curricular Details (using the C.O. form currently in use):
6) College Curriculum Committee
7) Academic Programs and Graduate Studies
8) Committee on Instruction and Curriculum
9) Academic Senate
10) Chancellor’s Office (for approval of the curriculum)

APGS is mentioned in Step 1, #2 and Step 2, #7 as part of the review/approval sequence.

08-09 CIC 31 presents the new on-line Curricular Procedures Manual, which was acknowledged by the Academic Senate on May 6, 2009. This document states that the CPM conforms to the original CPM developed and approved by the Academic Senate in Fall 1993, revised in October 1999, and that it:

supercedes both previous versions and contains no policy changes that have not already been approved by the Senate from 1999 to now.

There are numerous references to review of all curricular changes to be made by the AVP of APGS.
Addendum 2:

Approvals Process for All New Degree Programs
(both state-side and self-support programs)

Note: If program is being developed for self-support (special sessions), contact DCIE early in the development process.

Stage 1: Development of the program occurs in consultation with APGS without curricular details in order to be placed on the Campus Master Plan. Consult your college curriculum coordinator for the specifics of the development and approval process used in your college.

Stage 2: Development of the program curricular details occurs for approval by CIC and the Senate. Consult your college curriculum coordinator for the specifics of the development and approval process used in your college. Allow time for APGS and campus review.

Stage 3: Building of the program in the catalog, PeopleSoft and CSUMentor occurs under the direction of APGS. New programs begin in Fall of the next available catalog.