

5a. 2023-2024 Program Modification/Inactivation: 2025-2026 Catalog Program with Import Required

General Catalog Information

Select **"Program"** below, as it's only valid option


Program Type:*


- Program
- Shared Core

****Instructions: read before beginning****

Note: For more detailed instructions, go to [Resources](#).


1. Before beginning, do an [Advanced Search](#) for this program in current [CI University Catalog](#). Doing so should yield useful information, such as required courses and areas which will be needed to complete curriculum schema portion of this form. For step-by-step instruction, go to [Resources](#).


2. Import curriculum data from current Catalog by clicking on the Import icon  in top left corner. Then, click "Save." Curriculog will generate a comment showing all fields that were imported, but no further action is required for this step.

3. For additional help text, click on  icon in top right corner of left column of form.

4. Make proposed changes and as you add/modify information to this proposal **"Save all Changes"** as you move along.

Note: information provided through this modification/inactivation is vital for the entire campus to be able to effectively implement it; thus, all fields must be completed before you approve modification/inactivation; if this does not happen, be aware modification/inactivation may be returned to you for completion from any step in approval process, before it's allowed to move forward

5. Validate and launch proposal by clicking on the Launch and Validate  icon in top left corner. Curriculog will state: **This proposal has moved on. This proposal moved on in the workflow.** This statement means that the proposal is now visible to all Curriculog users. You, as the proposer, still need to **MAKE your DECISION** in order to send this proposal to Program Chair (next step in process).

6. **MAKE your DECISION**, approve/reject/hold/suspend/custom route the proposal by clicking on the Decision icon  in the Toolbox on the right side of the form. Once approved, proposal will move to next step in process.

Every effort will be made to include your proposal in the earliest possible catalog, and inclusion is based on the timeliness of the approval process and is not guaranteed.

Choose program that has/will have authority over this degree/minor/cert./credential/etc.

Program Owner:*

Choose program that has/will have authority over this degree/minor/cert./credential/etc.

Choose Local Curriculum Committee (LCC) program will be reviewed by. If unsure, view which disciplines are reviewed by which LCC on [LCC Prefix List](#).

Local Curriculum Committee:*

Choose Local Curriculum Committee your program has chosen to participate in and that will review this program modification

Where is this program offered?*

- State Supported
- Self Supported = Extended University

Is this program State supported or Self supported = extended university. If program is Self supported it will be also routed to the Dean of Extended University and Digital Learning.

Program Name:*

Ensure Program Name is written according to standards used for similar programs in current catalog:

<https://catalog.csuci.edu/content.php?catoid=50&navoid=3712>

Program Type:*

Program Type is used to classify programs by type, so they may be easily sorted/found in catalog:

<https://catalog.csuci.edu/content.php?catoid=50&navoid=3632>

Degree Type:*

Degree Type is used to classify degrees by type, so they may be easily sorted/found in catalog:

<https://catalog.csuci.edu/content.php?catoid=50&navoid=3631>

Status:*

- Active-Visible
- Inactive-Hidden

Choose "Active (Visible)" if you want program and changes to be visible in catalog. Only choose "Inactive (Hidden)" if you want to inactivate program.

Following are some examples of modifications this form would be used for:

1. additions of approved electives
2. changes to existing program requirements, units, emphases, concentrations, options, etc.
3. programmatic concerns
4. minor editing for clarity
5. other minor updates

List detailed summary of changes to program here in numerical order. It'd likely be helpful to place changes in order of most significant to least significant, or in order changes occur when

viewing program in current catalog.

Summary of Changes:*

List detailed summary of changes to program here in numerical order. It'd likely be helpful to place changes in order of most significant to least significant, or in order changes occur when viewing program in current catalog.

Provide justification(s) for proposed change(s) listed in field above

Justification(s):*

Provide justification(s) for proposed change(s) listed in field above

Follow steps below to modify Curriculum Schema found in Prospective Curriculum section:


First, ALL courses involved in Program Modification must be added (new courses) and/or imported (existing courses) under the View Curriculum Courses tab.

Second, under the View Curriculum Schema tab modify by editing cores (e.g.: Requirements, Required Core, Electives, etc.) with added or imported courses.


Step 1. Adding and/or Importing Courses

Click on "View Curriculum Schema" tab. There are two options to add courses to Program Modification: "Add Course" or "Import Course." For new courses in Curriculog Approval Process, click on "Add Course." A dialog box will open asking for prefix, course number, and course title. Use exact prefix, course number, and course title as used on New Course Proposal Form. All new courses must have New Course Proposal Form submitted in Curriculog prior to completing this step. For courses already in the Catalog, click on "Import Course" and find needed courses.

Step 2. Editing Curriculum Schema

Click on "View Curriculum Schema" tab. Then, click on "Add Core" or "Import Core." Next, click on "New Core," complete "Title" field for core (e.g.: Electives), and "Description" field if applicable. Click on "Add Courses." This will bring up course list created in Step 1. Select courses you wish to add and click "Add Course." To remove courses, click on  icon and proceed.

Step 3. Preview Program as it will show in University Catalog

To see what the program will look like when exported to the University Catalog click on the Preview Curriculum icon 

Ensure units in this field correspond with any changes made to program curriculum. For example, if total units or individual section units change, ensure those changes are accurately reflected here. Majors cannot exceed 120 units, with the exception of Mechatronics Engineering, B.S.

Summary of Units:*

Ensure units in this field correspond with any changes made to program curriculum. For example, if total units or individual section units change, ensure those changes are accurately reflected here. Majors cannot exceed 120 units, with the exception of Mechatronics Engineering, B.S.

Prospective Curriculum:*

Upload Program Flowchart and Roadmaps (four-year and two-year) by navigating to Proposal Toolbox at top right of form and clicking on plus sign icon.

Program Flowchart has been attached:*

Yes

This flowchart should illustrate all pre- and co-requisite relationships between courses in program

Program Roadmaps have been attached:* Yes

A four-year roadmap (for native students) and a two-year roadmap (for transfer students) should illustrate when, and in what order, students should ideally complete courses during their undergraduate careers, but can show requisite relationships between all courses in program as well. These road maps are what Student Systems has used to build and maintain electronic versions for students' in their Degree Planner.

Articulation 

Calif. Community College (CCC) students who complete 60 units of coursework and earn an Associate Degree for Transfer (ADT) are guaranteed transfer admission to a CSU & the ability to graduate from there within 60 additional units, including any remaining GE and Graduation Requirements. Find info regarding ADTs here: <https://adegreewithaguarantee.com/en-us/>

To facilitate students' graduation within 120 total units (60 at CCC, 60 at CSU), ADTs and CI majors are structured to be "similar" to a Transfer Model Curriculum (TMC) of common courses agreed upon by CCC and CSU faculty. Find general info regarding TMCs here: <https://www.c-id.net/tmc>

Find specific info regarding which CI majors have been deemed "similar" to a TMC here: <https://www.csuci.edu/registrar/transfer-credit/tmc.htm>

If you still have questions after reviewing the above websites, feel free to contact the Articulation & Curriculum office at: articulation.curriculum@csuci.edu

Major is, or could be, similar to a Transfer Model Curriculum (TMC):* Yes No Unsure NA - modifying minor/cert./credential/authorization/grad prgm.

Find list of CI majors that've been deemed "similar" to a TMC at following web address: <https://www.csuci.edu/registrar/transfer-credit/tmc.htm> Find complete list of TMCs at following web address: <https://www.c-id.net/tmc>

If answer to above is yes, list TMC title:

Find list of CI majors that've been deemed "similar" to a TMC at following web address: <https://www.csuci.edu/registrar/transfer-credit/tmc.htm> Find complete list of TMCs at following web address: <https://www.c-id.net/tmc>

If already similar to a TMC, changes to major will possibly affect similarity:*

- Yes
- No
- Unsure
- NA - modifying minor/cert./credential/authorization/grad prgm.

Find list of CI majors that've been deemed "similar" to a TMC at following web address: <https://www.csuci.edu/registrar/transfer-credit/tmc.htm>

Notes (optional):

DO NOT USE

No DO NOT USE