Milken Institute
School of Public Health

2025
CURRICULUM GUIDEBOOK

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Questions?
Contact *Katherine Puskarz (Katherine.Puskarz@gwu.edu),*
Director of Academic Planning & Accreditation
Office of Academic Affairs, GWSPH

Overview of the SPH Curriculum Committee

The Milken Institute School of Public Health (SPH) Curriculum Committee is a schoolwide committee which provides faculty participation in academic decisions. The SPH Curriculum Committee is responsible for:

- Reviewing and approving the addition, revision or elimination of curricular offerings
- Reviewing existing courses, programs, curricular policies, and requirements for currency and consistency
- Monitoring the quality of education
- Assessing the attainment of the stated curricular goals and objectives of the school

Committee membership includes one faculty member elected by each department and three representatives elected by schoolwide programs (e.g., undergraduate, MPH@GW, doctoral), all of whom are engaged in teaching, as well as other representatives as specified in the GWSPH Rules.

The SPH Curriculum Committee meets monthly to review all program and course submissions. See the FAQ for more information about when the curriculum committee meets.

Curricular Recording Systems

GW's official record of degree requirements, regulations, rules, and programs are detailed in the University Bulletin. It is updated annually. Previous years are archived for student reference. Bulletin content is sourced from two systems: (1) Bulletin pages (i.e., non-course and program information) are housed directly within the Bulletin; and (2) course descriptions and program requirements are populated from CourseLeaf (CL).

CL is an online platform used by GW to review and approve course and program changes, additions and deactivations. The system sends data to the Bulletin, Banner and DegreeMAP.

In addition to the Bulletin, curricular policies and non-academic requirements are updated annually in the school's handbooks.

The Bulletin, CL, and school handbooks need to be monitored and updated on an annual basis, at the very least. Curricular changes are not retroactive; generally, changes are implemented in the upcoming academic year. Deadlines for updates to CL and the Bulletin are posted to the GW Office of Academic Planning & Assessment website.

Types of Curricular Changes

This chart distinguishes the types of curricular changes by the level of approval they require before implementation.

NOTE: Assessments are the mechanism by which linked competencies are attained. Assignments are the specific instructions on how to complete the assessment. For example, an assessment may be a policy brief focusing on equity. The assignment may restrict the topic of the policy brief to healthcare access.

Changes to	TIER 1 Course/Program Director/Department Approval Only	TIER 2 Departmental or Schoolwide Program[1] Curriculum Committee (+ Tier 1) Approval	TIER 3 SPH Curriculum Committee (+ Tiers 1 + 2) Approval	Tier 4 University Board of Trustees (+ Tiers 1 + 2 + 3) Approval
COURSE[2]	• Instructor • Updates made each term (e.g., due dates, current readings, guest lecturers, reorganizing modules, accounting for university holidays, etc.) • Scheduling (e.g., moving offering from fall to spring term)[3] • Assignment directions (linked competency and structure of assessment remain the same)	• Prerequisites[4] • Course title[5] • University Bulletin course summary/ Course description • Fees • Format conversion (residential to online or vice versa)[6] • Learning objectives (same topic, but modification of language other than verb) • New topics course • Course numbers changing one level (e.g., 1000 to 2000 or 2000 to 3000)	• New course (not topics) • Permanent course number for topics course • Credits • Course numbers jumping over a level (e.g., 1000 to 3000 or 6000 to 8000) • Learning objectives (addition or deletion; verb change) • Assessment directions (linked competency may or may not change)[7]	

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[1] Schoolwide programs include BS in Public Health, DrPH, DrPH@GW, MPH in Public Health (residential generalist), and MPH@GW.

[2] Courses have course numbers and attribute codes. Courses may be required for degree programs, certificates, the Summer Institute, etc.

[3] If course is required in other programs, those other programs must be notified of the scheduling change.

[4] If course is required in other programs, those other programs must be notified of the prerequisite revision. Notification of approval must be sent to the SPH Curriculum Committee.

[5] If course is required in other programs, those other programs must be notified of the course title change. Notification of approval must be sent to the SPH Curriculum Committee.

[6] Only applicable if the competencies remain the same and the assessments used to evaluate students remain the same. Notification of approval must be sent to the SPH Curriculum Committee.

[7] Must be reviewed by the Director of Academic Planning & Accreditation to maintain accreditation standards.

Changes to	TIER 1 Course/Program Director/Department Approval Only	TIER 2 Departmental or Schoolwide Program[1] Curriculum Committee (+ Tier 1) Approval	TIER 3 SPH Curriculum Committee (+ Tiers 1 + 2) Approval	Tier 4 University Board of Trustees (+ Tiers 1 + 2 + 3) Approval
PROGRAM	• Sequencing in sample schedules • Recommended electives (not selectives)	• Admissions requirements • Program mission • Program selectives • Program director or leadership • Non-academic program requirements[8]	• New program proposals (except doctoral) • New concentrations • Academic program requirements (credits, etc)[9] • Program-specific competencies[10] • CIP code • New modality • Other significant program changes	• New doctoral programs
DEGREE LEVEL OR SCHOOLWIDE[11]			• Non-academic program requirements[12] • Curricular policies (GPA, repeated courses, etc.)	

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[8] These program changes are specific to one program and are additional requirements beyond the minimum requirements set by the university and school.

[9] Significant programmatic changes may require a modified proposal be submitted.

[10] Must be reviewed by the Director of Academic Planning & Accreditation to maintain accreditation standards.

[11] Degree level or schoolwide changes are ones that affect more than one program, such as all MPH programs, all graduate degrees, or all degrees in the school. These changes only require notification to affected programs and departments (Tiers 1 and 2), and approval at SPH Curriculum Committee.

[12] These are schoolwide changes modifying the minimum requirements set by the school.

Course Changes

Course Approval Process

The approval process may vary slightly depending on the type of curricular change. If a modification is in Tier 1 and therefore only requires course/program director approval, then the process ends after approval is obtained. If the course change is in Tier 2 then departmental or schoolwide program curriculum committee approval is needed in addition to course/program director approval. For changes that require only a notification to the SPH Curriculum Committee upon approval, the notification may be an email to the SPH Curriculum Committee leadership (currently Monica Ruiz and Scott Quinlan), and copying the Director of Academic Planning & Accreditation (Katherine Puskarz). If Tier 3 approval is needed, SPH Curriculum Committee approval occurs after the other two levels of approval.

Figure 1. Course Approval Process
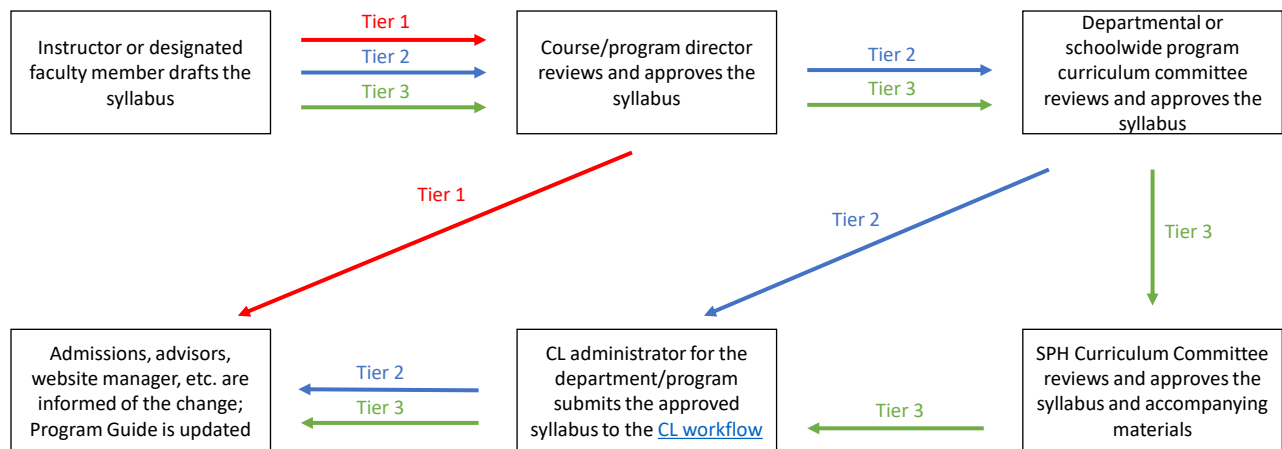
New Course Approval

The decision to develop a new course (with a permanent course number) is at the discretion of the department or schoolwide program, however, they must document the following which will be submitted to the SPH Curriculum Committee along with the draft syllabus:

- An identified instructor who will teach the new course (may be tentative) or identified a plan to do an instructor search
- A justification for the course (e.g., student feedback, enrollment data, missing curricular content, rationale for a new course rather than a revision to an existing course, etc.)
- An explanation on how this course will fit into the program
- A decision as to whether this course is suitable for students in other programs

If a new course is to be used in multiple programs, all programs should be involved in the development and approval process. When drafting a course syllabus, the instructor or designated faculty member must use the current course syllabus template. The syllabus should follow these guidelines:

- Course title does not contain colons or acronyms and be a max of 150 characters

- Bulletin description is 250 characters or less, lists the main concepts of the course, and avoids phrases such as "This course will cover" or "this course explores" as those phrases take up valuable characters
- Dated for the first term it will be taught
- Course number is added[13]
- Course learning objectives use Bloom's Taxonomy language
- Program or accreditation competencies are listed and linked to assessments
- Workload accurately calculates to a minimum of 37.5 contact hours per credit
- Course meets for the required number of weeks. This is particularly important for a 15-week undergraduate class, which must include 14 weeks of class meetings with the "final" as week 15, to be scheduled during the university exam period. The final may be a traditional final exam, take-home exam, or paper due date, presentation or other final graded assignment or activity
- Syllabus adheres to university policies, procedures, and guidelines
- Most recent syllabus appendix is attached

New topics courses (e.g., PUBH 6X99) are approved only at the department level until a permanent course number is assigned, at which time SPH Curriculum Committee approval is required. See Topics Course.

Existing Course Modification

The procedure to modify an existing course is dependent on the type of modification (see Types of Curricular Changes above).

Changes to an existing course must be submitted using the most up-to-date syllabus template and must include all of the previously described components, even if the original syllabus was approved without having these components.

Topics Course

Topics courses are experimental or trial courses, or even temporary courses, approved by the departmental curriculum committee. Each department has a designated course number to use for topics courses (e.g., graduate level PUBH 6X99). Multiple topics courses may be offered simultaneously, distinguished by section number, and course topic in parentheses. Generally, topics courses are not developed for online delivery due to the high production costs.

A topics course should be offered no more than two times using the temporary course number (e.g. PUBH 6X99). After a topics course is offered two times, a decision to discontinue the content or make it a permanent course is made by the instructor, program director, and department. If the decision is to make the content permanent, the New Course Approval guidelines listed above must be followed (minus the rationale). When brought to the SPH Curriculum Committee, enrollment data, and course evaluations/student feedback are also required.

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[13] The department's CL administrator can assist in identifying a permanent course number. Deactivated course numbers cannot be used.

Credit Hours

The university credit hour policy is 37.5 contact hours per credit. These contact hours are usually a combination of direct instruction (in-class time) and indirect instruction (the time it takes for students to complete readings, assignments, asynchronous content, etc.).

In some cases, courses are assigned zero (0) credits. Generally, there are a limited number of scenarios in which this is acceptable. Should a program wish to create a zero-credit course that does not fit into one of the below categories, please speak with the Senior Associate Dean for Academic, Student, & Faculty Affairs. Acceptable uses of zero-credit courses include:
- A discussion or lab section accompanying a for-credit course (usually simultaneous registration)
- A course without dedicated weekly class time (e.g., practicum, interprofessional activity)
- Course that does not count towards degree requirements and not all students may take it (e.g., PUBH 6080)

Program Changes

Program Approval Process

The approval process may vary slightly depending on the type of curricular change. If a modification is in Tier 1 and therefore only requires course/program lead approval, then the process ends after approval is obtained. If the program change is in Tier 2, departmental or schoolwide program curriculum committee approval is needed in addition to program lead approval. If Tier 3 approval is needed, SPH Curriculum Committee approval occurs after the first two levels of approval. New doctoral programs (Tier 4) have additional approval requirements at the university level. If the proposed program changes impact advising, Admissions, etc., programs are expected to work with those offices to prepare to implement the change. See Timeline below.

Certificate, combined, and executive/professional programs have additional university guidelines and policies. These programs cannot be approved unless they have followed these guidelines and policies.

Figure 2. Program Approval Process

Instructor or designated faculty member drafts the new program proposal or updated program guide

Tier 1
Tier 2
Tier 3
Tier 4

Course/program director reviews and approves the program proposal or guide

Tier 2
Tier 3
Tier 4

Departmental or schoolwide program curriculum committee reviews and approves the program proposal or guide

Tier 2   Tier 3   Tier 4

Tier 1

Tier 2

Tier 3   Tier 4

Admissions, advisors, website manager, accreditor, etc. are informed

Tier 2
Tier 3
Tier 4

CL administrator for the department/program submits the approved program proposal or guide to the CL workflow

Tier 3

SPH Curriculum Committee reviews and approves the program proposal or guide

Tier 4

Tier 4

Tier 4

Board of Trustees reviews and approves new doctoral program proposals

Tier 4

Council for Doctoral Programs reviews new doctoral program proposals

Tier 4

Senior Associate Provost for Academic Planning reviews new doctoral program proposals

** Dashed line represents the need for programs to work with Admissions, academic advisors, etc *before* Tiers 2-4 proposals approval. Oftentimes deadlines for admissions, marketing and recruitment are in advance of program approval.

New Program Approval

The timeline from concept to implementation of a new program is a two-year process. Not only do program proposals need to be approved, but the accompanying new and modified course syllabi require approval as well. Retroactive approvals are not granted. Once new programs have been submitted to CL, these programs may be publicized to current or prospective students, with the caveat that the changes are pending university approval. The Director of Academic Planning & Accreditation, with approval from the program director, adds a coversheet to the program guide explaining this pending approval status before posting the expected program changes to the SPH website.

New doctoral programs undergo additional review and approval. The Senior Associate Provost for Academic Planning & Assessment (Karen Froslid-Jones) reviews and submits the proposal program to the Council of Doctoral Programs. The council meets biannually in the fall and spring. Finally, all doctoral programs are reviewed and approved by the GW Board of Trustees.

New programs require a program proposal. The content of this proposal is outlined below. Doctoral programs have added proposal components (bolded). New concentrations within existing programs do not require a full proposal.

1. Executive Summary
2. Justification/Rationale
   a. Purpose of the new program
   b. Comparison to comparable GW programs, if applicable

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         i.   Explain how the program would complement and coexist with these programs. If replacing a current GW program, identify the program being replaced and describe the differences between the existing and proposed programs and the benefits of the new program

    c.   Market research/explanation of the demand
         i.   Compare to similar programs locally/regionally/nationally
        ii.   Explain development in response to an initiative by a local, state, or federal government entity, if applicable
      iii.   Compare similar offering at other schools of public health (use the [ASPPH Program Finder](#) to find accredited schools)
      iv.   Explore websites from professional organizations, if applicable

    d.   Market analysis
         i.   Sources and estimations of prospective students

3. Program outcomes
    a.   Mission
    b.   Program overview
    c.   Program goals
    d.   Graduate outcomes
         i.   Expected employment opportunities including career titles and skills
        ii.   Examples of jobs, careers, and/or professional certifications for which students will be prepared and qualified upon completion of the program
      iii.   Prospective job market outlook for graduates of the program (or further education, if applicable)

4. Faculty Resources
    a.   Discussion of added resources/allocation of existing faculty resources needed, if applicable
    b.   Impact on current teaching (e.g., current faculty versus need for additional faculty)
    c.   Expertise available among the current full-time faculty
         i.   Research profile and publications of faculty who would contribute to the program, with emphasis on their qualifications to provide mentoring appropriate to the goals of the program
        ii.   Charts identifying existing faculty who will be involved or all department faculty including information such as name, rank, and summary of research interests. Relevant faculty from outside the department, if applicable, should also be included
    d.   Additional areas of expertise/new positions (faculty and staff) required to offer the program
    e.   **Doctoral Programs Only:** CVs for primary faculty
    f.   **Doctoral Programs Only:** Overall teaching effort required

5. Admissions requirements/criteria
    a.   All requirements for admission to the program (e.g., course and degree prerequisites, standardized test scores, GPA requirements)

6. Enrollment projections (Year 1-4)

7. Curriculum
    a.   Curricular Outline
         i.   Courses and credit allocations

    ii. New courses and modifications to existing courses[14]
  b. Program-specific competencies/learning outcomes
    i. Use Bloom's Taxonomy
    ii. Must have approval of Director of Academic Planning & Accreditation
  c. [Curriculum map](#)
    i. ALL required courses are listed.
    ii. New certificate programs require a curriculum map only if they are not connected to a degree program.
  d. Draft program guide
  e. **Doctoral Programs Only:** Specific coursework or requirements
    i. Research methods
    ii. Ethical and professional skills training
  f. **PhD (Research Degree) Programs Only:**
    i. How training of students to perform scholarly and original research will be achieved
    ii. Requirements for and mentoring of dissertation research
    iii. Dissertation credits (should be no less than 6 credits and no more than 24 credits)
  g. **Professional Doctorate Programs Only:**
    i. How training of students in relevant professional skills will be achieved
    ii. Requirements for and mentoring of a culminating project/dissertation or activity

8. Bulletin Description
9. [CIP code](#)
10. **Doctoral Programs Only:** Facilities, staff, and graduate student support resources, as applicable:
  a. Increased demand on the university's academic and administrative computing resources
  b. Any net additions to the space currently available to the academic unit proposing the program (lab space and/or office space)
  c. Special classroom and/or other special facility needs
  d. Computer facilities
  e. Staffing requirements (e.g., program coordinator/other administrative support)
  f. Graduate student support requirements (tuition awards, stipends, graduate teaching, and research assistantships needed for the program to be viable)
11. **Doctoral Programs Only:** Business plan
  a. Projected incremental enrollments and revenue (tuition, special fees)
  b. Projected incremental expenditures
    i. Faculty salaries (full- and part-time)
    ii. Non-faculty staff salaries
    iii. Fringe benefits
    iv. Student financial support (e.g., amount department will contribute using funds from grants or other sources)
  c. Expenses for special events or activities or travel

When submitting the new program in CL, a [curriculum map](#) and program guide are required. As a reminder, the curriculum map must include <u>all</u> required courses in the program regardless of department or school.

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[14] Must undergo curriculum committee review separately from the program review

Significant Program Modification

Some program changes are significant enough that they require the submission of a modified proposal to SPH Curriculum Committee. Such changes include the merging of two programs or a credit change of greater than 5 credits. If there are questions regarding whether a program change is significant, departments should reach out to the Director of Academic Planning & Accreditation as early as possible. The timeline for implementation generally follows the same two-year process as new program approvals. Please speak with the Director of Academic Planning & Accreditation to discuss how best to submit the changes into CL. Once changes have been submitted to CL, these changes may be publicized to current or prospective students, with the caveat that the changes are pending university approval. The Director of Academic Planning & Accreditation, with approval from the program director, adds a coversheet to the program guide explaining this pending approval status before posting the expected program changes to the SPH website.

When submitting program changes in CL, an updated [curriculum map](#) and program guide are required. As a reminder, the curriculum map must include <u>all</u> required courses in the program regardless of department or school. If the department does not have access to the existing curriculum map, please contact the Director of Academic Planning & Accreditation.

A modified proposal for this type of program change includes:
1. Executive Summary
2. Justification/Rationale
    a. Purpose of the new program
    b. Description of the differences between the existing and proposed programs and the benefits of the new program
    c. Market research/explanation of the demand
    d. Market analysis (Sources and estimations of prospective students)
3. Program outcomes
    a. Mission
    b. Program overview
    c. Program goals
    d. Graduate outcomes
4. Admissions requirements/criteria (applicable only if there are changes to this)
5. Enrollment projections (Year 1-4)
6. Curriculum
    a. Curricular Outline
    b. Program-specific competencies/learning outcomes
    c. [Curriculum map](#)
    d. Draft program guide
7. Bulletin description and CIP code (applicable only if there are changes to this)

Existing Program Modification

Revisions to existing programs (including doctoral programs) that are not significant do not require a program proposal, additional documentation or approval from the university. New concentrations to an existing program are considered revisions to an existing program. Once changes have been submitted to CL, these changes may be publicized to current or prospective students, with the caveat that the changes are pending university approval. The Director of Academic Planning & Accreditation, with

approval from the program director, adds a coversheet to the program guide explaining this pending approval status before posting the expected program changes to the SPH website.

When submitting program changes in CL, an updated [curriculum map](#) and program guide are required. As a reminder, the curriculum map must include <u>all</u> required courses in the program regardless of department or school. If the department does not have access to the existing curriculum map, please contact the Director of Academic Planning & Accreditation.

Degree Level or Schoolwide Changes

Degree Level or Schoolwide Approval Process

As all proposed changes in this category involve two or more programs, the approval process is in Tier 3, with one difference: notification to all program leads and departmental or schoolwide program curriculum committees is required (rather than approval). Approval from the SPH Curriculum Committee is still required.

Non-Academic Program Requirements

Non-academic program requirements are set by the school and/or university. All students must meet these requirements, but programs and departments may set additional non-academic requirements (beyond the minimum).

Current non-academic program requirements are:
- CITI training - Students are required to complete training regarding human subject protection regulation and the Health Insurance Portability and Accountability Act of 1996 (HIPAA). To fulfill this requirement, you must complete the Collaborative IRB Training Initiative (CITI) Course in The Protection of Human Research Subjects.
- Integrity quiz and plagiarism - Students are required to review the George Washington University Code of Academic Integrity, take the quiz within their first semester of study, and ensure documentation is submitted to the SPH Office of Student Records.
- Professional enhancement - Students must attend/participate in 8 hours of epidemiology conferences. To be cleared for graduation, students are required to submit required documentation of applicable Professional Enhancement activities to the SPH Office of Student Records.
- PUBH 6080 Pathways to Public Health – Graduate students not enrolled in an MPH program and without a prior degree from a CEPH-accredited school or program of public health are required to enroll in this zero-credit, online course.
- GTAP and UNIV 0250 – Students who plan to act as a Teaching Assistant at the university must earn their Graduate Teaching Assistantship Program certification and successfully complete UNIV 0250.
- Comprehensive examination – Doctoral students at SPH must successfully pass a comprehensive exam before moving to the doctoral candidacy phase.
- Culminating experiences – Graduate students (master's and doctoral) at SPH are required to complete some culminating experience. The culminating experience may be known by varied names, but is generally completed at the end of the program of study and demonstrates the

students' mastery of skills and knowledge. Example names include, but are not limited to capstone, CE, thesis, dissertation

Curricular Policies

Curricular policies are set by the school and/or university. All SPH students and programs are expected to abide by these policies. The Student Handbooks document all curricular policies and include, but are not limited to, policies on grade-point average calculation, repeating courses, and grading scale.

Before a curricular policy is submitted for approval to the SPH Curriculum Committee, departments should reach out to key stakeholders including the Director of Academic Planning & Accreditation, Senior Associate Dean for Academic, Student, & Faculty Affairs, and SPH Office of Student Records as early as possible.

Approval Requirements

For items to be approved at the department and/or SPH Curriculum Committee, a quorum of votes must be met. A quorum is defined as a majority of voting committee members. For example, for the SPH Curriculum Committee to take action, at least six (6) of the ten (10) voting committee members must vote. Voting may be during a curriculum committee meeting, via email, or a combination of both.

To bring a motion to vote to the group, the motion must first be defined (e.g., not accept, accept with minor changes, accept with no changes). One member must first the motion, followed by another faculty member seconding. Then the motion is voted on by the entire committee and a decision is reached.

Submissions

As the review and approval process takes time, faculty should plan when to submit their materials for review and approval at each level well in advance. See Timeline below.

Submitting to SPH Curriculum Committee

The SPH Curriculum Committee meets once per month during the year. At least 8 days prior to the scheduled meeting, the chair of the departmental or schoolwide program curriculum committee forwards the materials below to the chair of the SPH Curriculum Committee (currently Monica Ruiz and Scott Quinlan).

- Approved program proposal, new course syllabus, program guide, or new policy wording
- Approved modified program guide, course syllabus, or policy statement (two copies)
  - Copy 1: Version with track changes, labeled as such[15]
  - Copy 2: Version with track changes accepted, labeled as such
- Curriculum Committee Action Form summarizing key changes and rationale for those changes and identifying other program(s), course(s) or department(s) impacted by the change
- Other required materials (e.g., student enrollment and feedback for topics courses)

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[15] All formatting changes should be accepted before submitting. See directions here.

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Decisions made by the SPH Curriculum Committee are disseminated by the committee chair and/or department representatives following each meeting. Departments are responsible for notifying other program directors and/or departments regarding changes that may affect their programs and students.

Submitting Program and Course Changes to CourseLeaf

Once the final level of approval is obtained, CL administrators may submit their program and course changes to CL. Approved materials should be submitted no later than 60 days after being approved at the final stage.

The Office of Academic Planning & Assessment has strict guidelines on how to submit to CL. For assistance, administrators and faculty may contact the Director of Academic Planning & Accreditation (Katherine Puskarz) or the Senior Managing Academic Editor (Gina Harris). As a reminder, any course submission requires an updated syllabus with all components outlined in the New Course Approval section. All new courses created as part of a new program must be submitted *before* a new program is submitted to CL. Any program submission requires an updated curriculum map and program guide, consistent with what is outlined in New Program Approval above.

Depending on the program or course being reviewed in CL, the workflow of approvals varies. It's vital that submissions are processed in a timely manner to ensure that they are received by the Office of Academic Planning & Assessment prior to deadlines. Generally, submissions take four or more weeks to go through all stages of CL approval (longer during peak periods of March to June).

When a program or course replaces an existing program or course, the obsolete versions should be deactivated when they are no longer needed. The timeframe for deactivation is dependent on when current matriculated students no longer need to enroll in the obsolete courses.

Submitting Policy Changes to the Bulletin and Student Handbooks

Curricular policies are stated in several locations including, but not limited to, the Bulletin, Student Handbooks, and program guides. To ensure that all policy statements are updated after approval by the SPH Curriculum Committee, policy proposers should speak with the Director of Academic Planning & Accreditation.

Timeline

Curriculum changes are effective for the upcoming academic year; they are never retroactively applied. New curricula are automatically applied to students who matriculate in the fall term of the new academic year and the new curricula are followed by these students *unless* they subsequently elect to follow a newer curriculum, should one become available. Students who matriculated at an earlier time are "grandfathered" into the older curricula and may elect to remain in the older curricula or move to the new curricula. Generally, students adhere to the policies active in that academic year, regardless of matriculation year.

Course changes may be implemented in each academic term. Generally, for a new course to launch, the syllabus must be drafted at least 8 months in advance of the implementation term (even more if it is for a fall term launch). New programs generally take 2 years from draft to implementation.

New programs may launch in fall or spring terms, but will need to be in CL before the annual deadline for that academic year. This CL deadline is usually in February or early March of the prior academic year. For example, a program launching in fall 2025, would need to be in CL before February 2025. Departments in the process of creating a new program should speak with the Director of Academic Planning & Accreditation and Admissions early in the process to ensure that the timeline for implementation is achievable. This is particularly important as application creation occurs by calendar year rather than academic year. Programs launching in the spring term, may have a "soft-launch" in the fall whereby matriculated GW students can transfer to the new program in the fall ahead of its public launch.

Table 1. Sample Timeline for New Course (Fall Launch)

AY 1	
September to October	Course syllabus drafted Course syllabus reviewed and approved by course lead/program director
November	Course syllabus reviewed and approved by department or schoolwide program curriculum committee
December	Course syllabus reviewed and approved by SPH Curriculum Committee
January	Approved syllabus submitted to CL (if applicable, program also updated in CL after program changes approved at appropriate tier level)
February to March	Program guide updated and sent to Director of Academic Planning & Accreditation Bulletin pages updated (those that do not pull in content from CL) Academic advisors updated with new course information
April to July	GWSPH website updated with new program information[16] Current students advised about new course offering Course prepared for launch in fall term
AY 2	
August	Course launched (fall term)

Table 2. Sample Timeline for Existing Course (Spring Launch)

AY 1	
May to June	Course syllabus drafted Revised course syllabus reviewed and approved by course lead/program director
July	Revised course syllabus reviewed and approved by department or schoolwide program curriculum committee
AY 2	
August	Revised course syllabus reviewed and approved by SPH Curriculum Committee Approved syllabus submitted to CL
September to October	Academic advisors updated with new course information
November to December	GWSPH website updated with new program information[17] Current students advised about new course offering Revisions to course prepared for implementation in spring term

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[16] GWSPH website is updated immediately after university approval

[17] GWSPH website is updated immediately after university approval

January	Revised course offered (spring term)

Table 3. Sample Timeline for a New Residential Non-Doctoral Program (Fall Launch)

AY 1	
September to December	Program proposal developed by designated faculty member(s) with input from Admissions, Academic Planning & Accreditation, Student Services, Advising, etc. Program director identified
January	Program proposal reviewed and approved by department or schoolwide program curriculum committee Approved program guide is shared with the Assistant Dean for Student Services and Director of Admissions
February	Program proposal reviewed and approved by SPH Curriculum Committee Approved program proposal submitted CL (new courses need to be submitted before program in CL) Marketing and recruitment decisions solidified with Admissions (including effective start date, "elevator speech", college fairs, etc.)
March	GWSPH website updated with "Coming Soon" information (Marketing, Department, Admissions) Emails to prospective students introducing or redirecting them to the new program (celebratory tone) drafted Admissions provided with *Viewbook* description
April to May	New program code assigned SOPHAS and the GWSPH website updated with new program information[18] Prospective students emailed with letters drafted in March Current students emailed with advising information and confirmation that they will continue to be supported until graduation.
June to July	Recruiting materials created (video and other content that highlights new program, benefit to students, career outcomes, etc.) Consensus meeting held with new program team, advisors, and Admissions to ensure message alignment
AY 2	
August	Recruitment and enrollment team members trained with prepared talking points Program directors and faculty updated on the admissions and curricular plan Recruitment launched Application review process determined (SOPHAS updated)
September to December	Prospective students recruited for following academic year
January to July	Prospective students recruited Applications reviewed Students admitted
AY 3	
August	Students start in the new program

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[18] GWSPH website is updated immediately after university approval; text for website should be drafted soon after submission to CL.

Updated August 2025
Curriculum Guidebook

NOTE: Additional steps are needed for approval of doctoral programs. This extends the timeline by an additional 4-6 months.

A Gantt chart for new non-doctoral launch is [available online](). Data suggested by the Gantt chart are approximations only.

Appendix

FAQ

When does the SPH Curriculum Committee *meet?*
The SPH Curriculum Committee meets the first Friday of each month. Agenda items are due at least 8 days prior to the scheduled meeting and should be sent to the committee chair (currently Monica Ruiz and Scott Quinlan).

Why do new programs have to be created so far in advance?
New program proposals (graduate and undergraduate) are time-consuming to develop and get through the review and approval process. Any new doctoral programs have additional levels of scrutiny, which further extends the timeline.

I made a change to selective options in my program. Do I really need to resubmit a new curriculum map?
It depends. If your curriculum map is outdated, YES you must update the curriculum map and resubmit.

I made a change to the number of course credits. Why do I have to submit a new syllabus?
Course credits are documented on the syllabus. Plus, the workload statement may also need to be adjusted to reflect the change in contact hours. Remember to review the newest syllabus template; any submission to CL results in a complete review of the entire course so items that previously passed, may no longer pass inspection by the university.

How do I submit in CL?
Contact your department's CL administrator.

Resources

GWSPH Faculty Resources: https://publichealth.gwu.edu/services/faculty/academic-resources

GW Office of Academic Planning & Assessment: https://academicplanning.gwu.edu/

CL Course Approval Process: https://academicplanning.gwu.edu/course-approval-process

CL Program Approval Process: https://academicplanning.gwu.edu/program-approval-process

Learning Outcomes and Curriculum Mapping: https://academicplanning.gwu.edu/forms-guides-and-other-resources

Proposing a New Doctoral Program: https://academicplanning.gwu.edu/proposing-new-doctoral-program

SPH Curriculum Committee Action Form: https://gwu.box.com/s/y542rf3tr3f61n32v6vicyivpmtf5bzz