**Affected Department Guidelines**

- *When do proposals potentially need to be reviewed by other schools within USC?*

**At a glance**

If any department outside the submitting school may be affected by a proposal, the proposal must be sent to the Curriculum Dean of each relevant school. This will be done by the Curriculum Coordination Office (CCO) based on an assessment of the proposal’s details. The Curriculum Dean(s) will then comment and/or sign-off on the proposal according to the school’s findings.

**NOTE:** Departments are strongly encouraged to reach out to affected departments/schools before submitting in Curriculog. Sign-offs attached to a proposal at launch may satisfy required affected department review, but please note that the proposal must still be selected as having an affected department. Sign-offs must come from the Curriculum Dean.

**In more depth**

1. **The Purpose of “Sign-off” by Affected Departments is to:**

   - Encourage coordination, communication, and where appropriate, interdisciplinary cooperation among departments and schools. If departments teach similar material, or their faculty has expertise in the areas in question, they are encouraged to communicate about the curriculum proposal.

   - Assure that if a department uses courses offered by another department, they are informed of any changes in, or drops, of these courses. This pertains whether the courses are prerequisites, or co-requisites, of their own courses, degree requirements for their degree, or even just listed in their degree as being among the options for fulfilling degree requirements (i.e., in a list of possible choices). For example, if Physics changed the “service courses” taken by engineering students, they would need to communicate with Engineering in advance.

   - Ensure that if a degree that is part of a dual degree is changed, the partner in the dual degree is informed.

   - Ensure that departments, which are expected to provide resources for other departments (i.e., their courses are listed as options for a minor), are informed and agree.
• Avoid excessive overlap or redundancy in the curriculum.

• Attempt to avoid a “turf war,” where different departments or schools may feel that they have priority in teaching a certain topic. (Such cases are likely to go to UCOC if the departments have not reached an accommodation among themselves.)

• Ensure that departments whose majors might be interested in taking a course or minor are aware of it.

• If a course is cross-listed with another school, both schools should sign off on any proposal related to the course.

2. Timing and Procedure of Sign-offs:

• Ideally, departments should obtain all necessary sign-offs before submitting their proposal(s). Including all necessary sign-offs will likely expedite a proposal’s timeline, though the CCO, subcommittee chair or members may request additional sign-offs. In such cases, the CCO will ask the department (typically the Department Curriculum Coordinator) to obtain the additional approvals. If an affected school does not respond within ten days, this is interpreted as forfeiting the right to comment.

• **NOTE:** Schools may state their concerns about a proposal; an affected school’s disagreement with a proposal will not automatically block its approval, but will be considered by the subcommittee. Approval by the dean assumes that he or she has consulted with the affected departments within his or her school as appropriate.