RESOLVED: That the Academic Senate recommends the approval of the following New CSUB Curriculum Forms and Processes:

1) CSUB Course Proposal Form
2) CSUB New Degree Program Proposal Form
3) CSUB Revision to Degree Proposal Form
4) CSUB Subject/Program/Department/School/College Proposal Form

RATIONALE: The current course form does not capture all the required details for adequate curriculum review and approvals, resulting in critical details being left out of the published University Catalog, the PeopleSoft catalog and academic requirements and degree audit pages.

The four new forms will address review of specific curricular proposals, promote collegial consultation and ensure accuracy of the Catalog and PeopleSoft details and processes. These new forms will be available in an electronic/web format with training and support provided by Academic Operations. Each form will contain completion, routing and approval instructions.

The Academic Planning Manual will be updated accordingly to reflect the details and workflow of the new curriculum forms as well as any related processes.

Campus review of an online catalog management system will take place in the new academic year 2020-2021.
**DRAFT** COURSE PROPOSAL FORM (2.18.2020)

<table>
<thead>
<tr>
<th>SELECT ONE PROPOSAL ACTION</th>
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<tr>
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<tr>
<td>☐ NEW ☐ REVISION ☐ CANCELLED (no longer offered) ☐ MORATORIUM (not schedulable)</td>
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<td>Proposed by: [Type here]</td>
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<tr>
<th>COURSE INFORMATION</th>
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<tr>
<td>Course Title (Catalog Long Title Description): [Type here]</td>
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<tr>
<td>Schedule Title: [Type here]</td>
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<tr>
<td>30 character space limit</td>
</tr>
<tr>
<td>Subject Code: [Type here]</td>
</tr>
<tr>
<td>Course Number: [add tool tip about course numbering matrix] [Type here]</td>
</tr>
<tr>
<td>Is the Course Number Being Reused? ☐ YES ☐ NO</td>
</tr>
<tr>
<td>If YES – indicate the last term course was offered: [Type here]</td>
</tr>
<tr>
<td>Course Unit Value: [Type here]</td>
</tr>
<tr>
<td>(indicate if fixed credit units or variable credit units [provide range])</td>
</tr>
<tr>
<td>Course Description (40 word limit. For course revisions insert course description from current University Catalog; use strikethrough and underline MS Word actions to delete text or add/revise details) [Type here]</td>
</tr>
<tr>
<td>Grade Basis: [add tool tip about different grade basis]</td>
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<tr>
<td>☐ GRADED ☐ CR/NC ☐ CR/NC with RP ☐ FYS ☐ GRADED ☐ GRADED with RP ☐ REMEDIAL</td>
</tr>
<tr>
<td>Prerequisites/Co-requisites: [Type here]</td>
</tr>
<tr>
<td>(Minimum grade requirement must be explicitly stated, if applicable. Include applicable equivalent course/test score prerequisites/co-requisites)</td>
</tr>
<tr>
<td>NOTE: Prerequisites may be enforced at the Schedule Level. Department consent may be enforced at the Schedule Level.</td>
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<table>
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<tr>
<th>PREVIOUS COURSE OFFERINGS</th>
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<tbody>
<tr>
<td>Has this course been offered previously? ☐ YES ☐ NO</td>
</tr>
<tr>
<td>If YES, indicate the last term offered, year and the Course ID:</td>
</tr>
<tr>
<td>Last Term Offered: [Type here]</td>
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<tr>
<td>Year: [Type here]</td>
</tr>
<tr>
<td>Course ID: [Type here]</td>
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</tbody>
</table>
### COURSE EQUIVALENCY

Is this course equivalent to other course(s) □ YES □ NO  
If YES, list all the course(s): [Type here]

### COURSE REPETITION (must include repeat and maximum unit limit details in course description)

Repeatable for Credit? □ YES □ NO  
Allow multiple enrollments in the same term? □ YES □ NO  
Repeatable under different topics? □ YES □ NO  
Maximum repeatable units allowed? [Type here]  
Maximum repeatable amount of times? [Type here]

### COURSE TYPE & DELIVERY MODE (add link with CS#s and description details per CO/PS)

- □ Activity  □ Clinical  □ Independent Study  □ Lecture  □ Lab  □ Seminar  □ Supervision
- □ Thesis  □ Tutorial  □ Other

Unit Split for Two Component Course Type
- □ Lecture____ Units & Activity_____ Units  □ Lecture_____ Units & Lab___Units  □ Lecture ___ Units & Clinical__ Units
- □ Lecture___ Units & Discussion_____ Units  □ Lecture___ Units & Seminar____ Units

- □ Face to Face  □ Fully Online  □ Hybrid  □ Independent Study  □ ITV

### CROSS-LISTING

Is this course cross-listed? □ YES □ NO  
If yes, indicate the cross-listed course(s)

### COURSE ATTRIBUTES (add link with course attribute details per PS)

List all applicable course attributes: 

### CLASSROOM CHARACTERISTICS & NEEDS

Select required classroom characteristics:
- □ Computer Lab-MAC  □ Computer Lab-PC  □ ITV Studio  □ Smart Classroom PC  □ No Room Needed

### TYPICALLY OFFERED:

This course is Typically Offered: (add tool tip with list of term combinations)

### TEXTBOOK & OTHER MATERIALS

Is a textbook required? □ YES □ NO  
If yes, indicate textbook titles and ISBN details: [Type here]

Are Online Resource Materials Available? □ YES □ NO  
Forward course details to the Library? □ YES □ NO  
Is this course a Zero Cost Course Materials Course (ZCCM) □ YES □ NO

### STAFFING & OTHER RESOURCES

List all staffing and required resources: [Type here]
GRADUATION WRITING ASSESSMENT REQUIREMENT (GWAR)

Is this a GWAR University Writing Requirement Course  □ YES  □ NO
(If yes, submit GE Course Form to GECCO for review and approval)

Undergraduate Level Writing Course:  □ YES  □ NO

Graduate Level Writing Course:  □ YES  □ NO

GENERAL EDUCATION (GE) COURSE CONSIDERATION

Is this a GE Course?  □ YES  □ NO
(If yes, submit GE Course Form to GECCO for review and approval)

Select All Applicable GE Categories:  □ FYS  □ A1  □ A2  □ A3  □ B1  □ B2  □ B3  □ B4  □ AI GOVT  □ AI HIST  □ C1  □ C2  □ D/SEM  □ SELF  □ JYDR  □ THM Q  □ THM R  □ THM S  □ UDB  □ UDC  □ UDD  □ CAPSTONE

RATIONALE FOR COURSE PROPOSAL (required):
List rationale for course proposal [Type here]

IMPACT OF COURSE PROPOSAL ON OTHER COURSE OFFERINGS
What is the impact of this course proposal on course offerings from other department(s) or programs? Please include supporting emails with this proposal.
[Type here]

IMPACT OF COURSE PROPOSAL ON PROGRAM(S)

Is this course a program requirement/elective?  □ YES  □ NO
If yes, submit a Current/Degree Program Proposal Form together with this Course Proposal form.
And indicate below which program, major, minor and other areas this course will be added to:
[Type here]

NEXT STEPS:
- Attach syllabus to this proposal.
- Attach Current/Degree Program Proposal Form to this proposal (if applicable)
- Submit to Department/Program Curriculum Committee for Review & Approval
- Department Submits to School Curriculum Committee for Review & Approval
- School/Program Curriculum Committee submits to GECCo (if applicable)
- If no approvals required from GECCo, School/Program Curriculum Committee submits to Academic Operations after all final approvals have been recorded. See Annual Catalog & Curriculum Deadlines Date (add as a link)

SCHOOL & COMMITTEE APPROVALS:

Department Chair:  Date:
School/Program Curriculum Committee Chair:  Date:
Dean of School:  Date:
Director of GE:  Date:
Director of Academic Operations:  Date:

ACADEMIC OPERATIONS/ARTICULATION USE ONLY:

Effective Term:  Catalog Year:
Comments:
Course ID:  Enrollment Requirement Group:
Updated Academic Requirements Page:
Updated Academic Road Maps:
Articulation Office Notified:
**DRAFT** NEW DEGREE PROGRAM PROPOSAL FORM (2.18.2020)

**PROPOSED CATALOG YEAR**

**EFFECTIVE CATALOG YEAR:** [Type here]

**PROGRAM OR COLLEGE & DEPARTMENT**

School: [Type here]
Department: [Type here]
Proposed by: [Type here]

1. PROGRAM TYPE (Please specify any from the list below that apply; delete the others)
   
   a. State-Support
   b. Self-Support
   c. Delivery Format: Fully face to face, fully online, or hybrid program
   d. Fast Track (bachelor’s or master’s only; not already on campus academic plan)
   e. Pilot (bachelor’s or master’s only; not already on campus academic plan; please use pilot proposal template)
   f. Pilot Conversion (please use pilot conversion template)
   g. New Program
   h. Proposal Revision (updating a previously reviewed proposal)

2. PROGRAM IDENTIFICATION

   a. Campus
   b. Full and exact degree designation and title (e.g. Master of Science in Genetic Counseling, Bachelor of Arts in History).
   c. Date the Board of Trustees approved adding this program projection to the campus Academic Master Plan.
   d. Term and academic year of intended implementation (e.g., fall 2020).
   e. Total number of units required for graduation. This will include all requirements (and campus-specific graduation requirements), not just major requirements.
   f. Name of the department(s), division, or other unit of the campus that would offer the proposed degree major program. Please identify the unit that will have primary responsibility.
   g. Name, title, and rank of the individual(s) primarily responsible for drafting the proposed degree major program.
   h. Statement from the appropriate campus administrative authority that the addition of this program supports the campus mission and will not impede the successful operation and growth of existing academic programs.
   i. Any other campus approval documents that may apply (e.g. curriculum committee approvals).
   j. Please specify whether this proposed program is subject to WASC Substantive Change review. The campus may submit a copy of the WASC Sub-Change proposal in lieu of this CSU proposal format. If campuses choose to submit the WASC Substantive Change Proposal, they will also be required to submit a program assessment plan using the format found in the CSU program proposal template.
   k. Optional: Proposed Classification of Instructional Programs and CSU Degree Program Code Campuses are invited to suggest one CSU degree program code and one corresponding CIP code. If an appropriate CSU code does not appear on the system-wide list at: http://www.calstate.edu/app/resources.shtml you can search CIP 2010 at http://nces.ed.gov/ipeds/cipcode/ to identify the code that best matches the proposed degree
program. The Classification of Instructional Programs (CIP) is a National Center for Education Statistics (NCES) publication that provides a numerical classification and standard terminology for secondary and postsecondary instructional programs. The CSU degree program code (based on old HEGIS codes) and CIP code will be assigned when the program is approved by the Chancellor.

3. PROGRAM OVERVIEW AND RATIONALE

a. Provide a brief descriptive overview of the program citing its 1) purpose and strengths, 2) fit with the institutional mission or institutional learning outcomes, and 3) the compelling reasons for offering the program at this time.

b. Provide the proposed catalog description. The description should include:
   1. a narrative description of the program
   2. admission requirements
   3. a list of all required courses for graduation including electives, specifying course catalog numbers, course titles, prerequisites or co-requisites (ensuring there are no “hidden prerequisites” that would drive the total units required to graduate beyond the total reported in 2e above), course unit requirements, and any units associated with demonstration of proficiency beyond what is included in university admission criteria.

4. total units required to complete the degree

5. if a master’s degree, catalog copy describing the culminating experience requirement(s)

4. CURRICULUM (These requirements conform to the revised 2013 WASC Handbook of Accreditation)

a. These program proposal elements are required:
   1. Institutional learning outcomes (ILOs)
   2. Program learning outcomes (PLOs)
   3. Student learning outcomes (SLOs)

Describe outcomes for the 1) institution, 2) program, and for 3) student learning. Institutional learning outcomes (ILOs) typically highlight the general knowledge, skills, and dispositions all students are expected to have upon graduating from an institution of higher learning. Program learning outcomes (PLOs) highlight the knowledge, skills, and dispositions students are expected to know as graduates from a specific program. PLOs are more narrowly focused than ILOs. Student learning outcomes (SLOs) clearly convey the specific and measurable knowledge, skills, and/or behaviors expected and guide the type of assessments to be used to determine if the desired level of learning has been achieved.

(WASC 2013 CFR: 1.1, 1.2, 2.3)

b. These program proposal elements are required:
   1. Comprehensive assessment plan addressing all assessment elements
   2. Matrix showing where student learning outcomes are introduced (I), developed (D), and mastered (M)

Key to program planning is creating a comprehensive assessment plan addressing multiple elements, including a strategy and tool to assess each student learning outcome. SLOs operationalize the PLOs and serve as the basis for assessing student learning in the major. Constructing an assessment matrix, showing the relationship between all assessment elements, is an efficient and clear method of displaying all assessment plan components.

Creating a curriculum map matrix, identifying the student learning outcomes, the courses where they are found, and where content is “introduced,” “developed,” and “mastered” insures that all student learning outcomes are directly related to overall program goals and represented across the curriculum at the appropriate times. Assessment of outcomes is expected to be carried out systematically according to an established schedule, generally, every five years.

c. Indicate total number of units required for graduation.
d. Include a justification for any baccalaureate program that requires more than 120-semester units or 180-quarter units. Programs proposed at more than 120 semester units will have to provide either a Title 5 justification for the higher units or a campus approved request for an exception to the Title 5 unit limit for this kind of baccalaureate program.

e. If any formal options, concentrations, or special emphases are planned under the proposed major, identify and list the required courses. Optional: You may propose a CSU degree program code and CIP code for each concentration that you would like to report separately from the major program.

f. List any new courses that are: (1) needed to initiate the program or (2) needed during the first two years after implementation. Include proposed catalog descriptions for new courses. For graduate program proposals, identify whether each new course would be at the graduate- or undergraduate-level.

g. Attach a proposed course-offering plan for the first three years of program implementation, indicating likely faculty teaching assignments.

(WASC 2013 CFR: 2.2b)

h. For master’s degree proposals, include evidence that program requirements conform to the minimum requirements for the culminating experience, as specified in Section 40510 of Title 5 of the California Code of Regulations.

i. For graduate degree proposals, cite the corresponding bachelor’s program and specify whether it is (a) subject to accreditation and (b) currently accredited.

(WASC 2013 CFR: 2.2b)

j. For graduate degree programs, specify admission criteria, including any prerequisite coursework.

(WASC 2013 CFR: 2.2b)

k. For graduate degree programs, specify criteria for student continuation in the program.

l. For undergraduate programs, specify planned provisions for articulation of the proposed major with community college programs.

m. Provide an advising “roadmap” developed for the major.

n. Describe how accreditation requirements will be met, if applicable, and anticipated date of accreditation request (including the WASC Substantive Change process).

(WASC 2013 CFR: 1.8)

Accreditation Note:

Master’s degree program proposals
If subject to accreditation, establishment of a master’s degree program should be preceded by national professional accreditation of the corresponding bachelor’s degree major program.

Fast-track proposals
Fast-track proposals cannot be subject to specialized accreditation by an agency that is a member of the Association of Specialized and Professional Accreditors unless the proposed program is already offered as an authorized option or concentration that is accredited by an appropriate specialized accrediting agency.

5. Societal and Public Need for the Proposed Degree Major Program

a. List other California State University campuses currently offering or projecting the proposed degree major program; list neighboring institutions, public and private, currently offering the proposed degree major program.

b. Describe differences between the proposed program and programs listed in Section 5a above.

c. List other curricula currently offered by the campus that are closely related to the proposed program.

d. Describe community participation, if any, in the planning process. This may include prospective employers of graduates.

e. Provide applicable workforce demand projections and other relevant data.

Note: Data Sources for Demonstrating Evidence of Need
APP Resources Web http://www.calstate.edu/app/resources.shtml
US Department of Labor, Bureau of Labor Statistics
California Labor Market Information
## 6. STUDENT DEMAND

a. Provide compelling evidence of student interest in enrolling in the proposed program. Types of evidence vary and may include (for example), national, statewide, and professional employment forecasts and surveys; petitions; lists of related associate degree programs at feeder community colleges; reports from community college transfer centers; and enrollments from feeder baccalaureate programs.

b. Identify how issues of diversity and access to the university were considered when planning this program. Describe what steps the program will take to insure ALL prospective candidates have equitable access to the program. This description may include recruitment strategies and any other techniques to insure a diverse and qualified candidate pool.

c. For master’s degree proposals, cite the number of declared undergraduate majors and the degree production over the preceding three years for the corresponding baccalaureate program, if there is one.

d. Describe professional uses of the proposed degree program.

e. Specify the expected number of majors in the initial year, and three years and five years thereafter. Specify the expected number of graduates in the initial year, and three years and five years thereafter.

## 7. EXISTING SUPPORT RESOURCES for the PROPOSED DEGREE MAJOR PROGRAM

Note: Sections 7 and 8 should be prepared in consultation with the campus administrators responsible for faculty staffing and instructional facilities allocation and planning. A statement from the responsible administrator(s) should be attached to the proposal assuring that such consultation has taken place.

a. List faculty who would teach in the program, indicating rank, appointment status, highest degree earned, date and field of highest degree, professional experience, and affiliations with other campus programs. Note: For all proposed graduate degree programs, there must be a minimum of five full-time faculty members with the appropriate terminal degree. (Coded Memo EP&R 85-20)

b. Describe facilities that would be used in support of the proposed program.

c. Provide evidence that the institution provides adequate access to both electronic and physical library and learning resources.

d. Describe available academic technology, equipment, and other specialized materials.

## 8. ADDITIONAL SUPPORT RESOURCES REQUIRED

Note: If additional support resources will be needed to implement and maintain the program, a statement by the responsible administrator(s) should be attached to the proposal assuring that such resources will be provided.

a. Describe additional faculty or staff support positions needed to implement the proposed program.

b. Describe the amount of additional lecture and/or laboratory space required to initiate and to sustain the program over the next five years. Indicate any additional special facilities that will be required. If the space is under construction, what is the projected occupancy date? If the space is planned, indicate campus-wide priority of the facility, capital outlay program priority, and projected date of occupancy. Major capital outlay construction projects are those projects whose total cost is $610,000 or more (as adjusted pursuant to Cal. Pub. Cont. Code §§ 10705(a); 10105 and 10108).

c. Include a report written in consultation with the campus librarian which indicates any necessary library resources not available through the CSU library system. Indicate the commitment of the campus to purchase these additional resources.

d. Indicate additional academic technology, equipment, or specialized materials that will be (1) needed to implement the program, and (2) needed during the first two years after initiation. Indicate the source of funds and priority to secure these resource needs.

## 9. SELF-SUPPORT PROGRAMS

a. Confirm that the proposed program will not be offered at places or times likely to supplant or limit existing state-support programs.

b. Explain how state-support funding is either unavailable or inappropriate.

c. Explain how at least one of the following additional criteria shall be met:
   i. The courses or program are primarily designed for career enrichment or retraining;
ii. The location of the courses or program is significantly removed from permanent, state-supported campus facilities;

iii. The course or program is offered through a distinct technology, such as online delivery;

iv. For new programs, the client group for the course or program receives educational or other services at a cost beyond what could be reasonably provided within CSU Operating Funds;

v. For existing programs, there has been a cessation of non-state funding that previously provided for educational or other services costing beyond what could be reasonably provided within CSU Operating Funds.

d. For self-support programs, please provide information on the per-unit cost to students and the total cost to complete the program (in addition to the required cost recovery budget elements listed in the CSU degree proposal faculty check list found earlier in this document and listed below):

* Basic Cost Recovery Budget Elements
  (Three to five year budget projection)

Student per-unit cost
Number of units producing revenue each academic year
Total cost a student will pay to complete the program

Revenue - (yearly projection over three years for a two-year program; five years for a four-year program)
  Student fees
    Include projected attrition numbers each year
  Any additional revenue sources (e.g., grants)

Direct Expenses
  Instructional costs – faculty salaries and benefits
  Operational costs – (e.g., facility rental)
  Extended Education costs – staff, recruitment, marketing, etc.
  Technology development and ongoing support (online programs)

Indirect Expenses
  Campus partners
  Campus reimbursement general fund
  Extended Education overhead
  Chancellor’s Office overhead
*Additional line items may be added based on program characteristics and needs.

Submit completed proposal packages to:
degrees@calstate.edu

Academic Programs and Faculty Development
CSU Office of the Chancellor
401 Golden Shore
Long Beach, CA 90802-4210

Contact Us
Dr. Alison Wrynn
Interim Assistant Vice Chancellor, Academic Programs and Faculty Development, and Interim State University Dean, Academic Programs
Phone (562) 951-4672
awrynn@calstate.edu
Academic Programs and Faculty Development is on the Web http://www.calstate.edu/APP/
Contact Extended Education  
Dr. Sheila Thomas, Assistant Vice Chancellor and Dean, Extended Education  
Phone (562) 951-4795  
sthomas@calstate.edu

### APPROVALS
- Attach WSCUC Substantive Change Screening Form to this proposal, if applicable
- Attach Course Proposal Form(s) to this proposal (if applicable)
- Submit to Department/Program Curriculum Committee for Review & Approval
- Department Submits to School Curriculum Committee for Review & Approval
- School/Program Curriculum Committee submits related forms to GECCo (if applicable)
- If no approvals required from GECCo, School/Program Curriculum Committee submits to Academic Operations after all final approvals have been recorded. See Annual Catalog & Curriculum Deadlines Dates (add as link)

### SCHOOL, COMMITTEE & OTHER APPROVALS:

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<td>Department Chair</td>
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<td>School/Program Curriculum Committee Chair</td>
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<td>Dean of School</td>
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<td>Director of GE</td>
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<td>WSCUC Approval</td>
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### ACADEMIC OPERATIONS USE ONLY:

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NEW DEGREE PROPOSAL CAMPUS APPROVALS

Proposals to add a new degree must receive appropriate campus and Chancellor Office approval prior to implementation. All attachments are to be added to this cover sheet and remain with the proposal through the required steps of evaluation. Please consult with the Associate Vice President of Academic Programs for questions or assistance.

This proposal is to add a new degree in (title) ____________________________ degree code: ________ effective (term) _______________.

(degree codes may be found on the CO website www.calstate.edu/app/documents/HEGIS-CIP2000_102406.xls)

This new degree proposal is (check one):

☐ On the Academic Master Plan ☐ Fast track proposal ☐ Pilot degree program

Originating Department or Individual: ________________________________________________________________

If a department formally approved the attached proposal, attach the appropriate memorandum and approval date.

Signature: __________________________________________________ Date: ___________________________

Curriculum Committee(s): Interschool programs should attach comments or approval from relevant school or department curriculum committees before being submitted to the Academic Affairs Committee, acting as the University Curriculum Committee. A memorandum and approval date from the curriculum committee must be attached. If any revisions were required or agreed to, a revised copy of the proposal must be attached.

Chair Signature: ____________________________ Date: ___________________________

School Dean(s): I have reviewed this proposal and send it forward for university-wide review with my comments attached. These comments include my analysis of the resource commitments that must be made to support the program and the origin(s) of those resources.

Dean Signature: ____________________________ Date: ___________________________

AVP of Academic Programs: I have reviewed this proposal and send it forward to the Provost.

AVP Signature: ____________________________ Date: ___________________________

Date of Senate Approval: ____________________ Date of President Approval: __________________

Please attach the final Academic Senate Resolution, as signed by the President and return to the Office of Academic Programs, which will notify the Chancellor’s Office and the appropriate campus departments. A copy of this form must be sent to the Director of Academic Operations and Support.
**DRAFT** CHANGES TO DEGREE PROGRAM FORM (2.18.2020)

### PROPOSAL ACTION (Select all that apply)

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</table>

### PROGRAM INFORMATION (MAJOR, CONCENTRATION/EMPHASIS/OPTION/MINOR)

Program Title: [Type here]

### REVISIONS TO CURRENT PROGRAM DESCRIPTION AND REQUIREMENTS

Program Description *(Insert program description from current University Catalog; use strikethrough and underline MS Word actions to delete text or add/revise details)*

[Type here]

### ADDING AN OPTION, CONCENTRATION, SPECIAL EMPHASIS

Per **EO 1071**, before any option, concentration, or special emphasis (or similar subprogram) approved under this delegation, can be implemented, the campus shall obtain a Chancellor’s Office confirmation of compliance with CSU policy and applicable law. Campus notifications shall be submitted to the Department of Academic Programs and Faculty Development (degrees@calstate.edu). The following information must be submitted:

- The exact title of the new subprogram and the complete degree designation and title of the major degree program housing the new subprogram (e.g., Bachelor of Science in Biology with a Concentration in Biochemistry);
- A list of courses and required units constituting that new subprogram;
- Total units required to complete the entire degree, including the combination of subprogram and major program;
- The complete list of courses and required units constituting the major degree program as approved by the Chancellor’s Office;
- A 4-year major-and-subprogram roadmap for freshmen and a 2-year major-and-subprogram roadmap for transfer students;
- The CSU degree program code (formerly called “HEGIS”) that students use to apply to the major degree program;
- The campus-proposed CSU degree program code to be used to report enrollments in the concentration (may be the same as the degree code);
- A detailed cost-recovery budget for self-support subprograms to be offered within state-support major degree programs; and
- Documentation of all campus-required curricular approvals.
## ADDING A MINOR

### Program Description and Minor Requirements

[Type here]

### RATIONALE FOR PROGRAM PROPOSAL (required):  

Provide rationale for Program proposal  

[Type here]

### IMPACT OF PROGRAM PROPOSAL ON OTHER PROGRAMS OR DEPARTMENTS

What is the impact of this program proposal on course offerings from other department(s) or programs? Please include supporting emails with this proposal.

[Type here]

### IMPACT OF PROGRAM PROPOSAL ON COURSE(S)

List all the New and Revised Courses required for this Program Proposal (if applicable):

[Type here]

Attach/submit all the course proposal forms together with this form for curricular review and approval

### NEXT STEPS:

- Attach Course Proposal Form(s) to this proposal (if applicable)
- Submit to Department/Program Curriculum Committee for Review & Approval
- Department Submits to School Curriculum Committee for Review & Approval
- School/Program Curriculum Committee submits related forms to GECCo (if applicable)
- CO Notification for Implementation of Option, Concentration or Special Emphasis
- If no additional approvals required are required, School/Program Curriculum Committee submits to Academic Operations after all final approvals have been recorded. See Annual Catalog & Curriculum Deadlines Dates (add as link)

### SCHOOL, COMMITTEE & OTHER APPROVALS:

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<th>Role</th>
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<td>Department Chair:</td>
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<td>President’s Approval for Minor:</td>
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<td>WSCUC Approval:</td>
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### ACADEMIC OPERATIONS USE ONLY:

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### SELECT ONE PROPOSAL ACTION

**EFFECTIVE CATALOG YEAR:** [Type here]

- [ ] NEW
- [ ] REVISION
- [ ] CANCELLED
- [ ] MORATORIUM

### PROPOSER

- **School:** [Type here]
- **Department:** [Type here]
- **Proposed by:** [Type here]

### SUBJECT, PROGRAM, DEPARTMENT, SCHOOL

Select all those that apply

- [ ] SUBJECT
- [ ] PROGRAM
- [ ] DEPARTMENT
- [ ] SCHOOL

### PROGRAM INFORMATION

- **Subject Title:** [Type here]
- **Subject Code:** [Type here]
- **Program Title:** [Type here]
- **Program Code:** [Type here]
- **Department Title:** [Type here]
- **Department Code:** [Type here]
- **School Title:** [Type here]
- **School Code:** [Type here]

### PROGRAM DESCRIPTION

Program Description (For program revisions insert program description from current University Catalog; use strikethrough and underline MS Word actions to delete text or add/revise details)

[Type here]

### STAFFING & OTHER RESOURCES

List all staffing and required resources:

[Type here]

### RATIONALE FOR PROPOSAL (required):

Provide rationale for Program proposal [Type here]

### IMPACT OF PROPOSAL ON OTHER PROGRAMS OR DEPARTMENTS

What is the impact of this program proposal on other department(s) or programs? Please include supporting emails with this proposal.

[Type here]

### NEXT STEPS:

- Attach CO Proposal/Required Documentation, if applicable
- Attach WSCUC Substantive Change Screening Form to this proposal, if applicable
- Attach Course Proposal Form(s) to this proposal (if applicable)
- Submit to Department/Program Curriculum Committee for Review & Approval
- Department Submits to School Curriculum Committee for Review & Approval
- School/Program Curriculum Committee submits related forms to GECCo (if applicable)
- If no approvals required from GECCo, School/Program Curriculum Committee submits to Academic Programs Office for submission to CO and WSCUC, if applicable
- Proposal is submitted to Academic Operations after all final approvals have been recorded. See Annual Catalog & Curriculum Deadlines Dates (add as link)

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