

**Curriculum Proposal: NEW DEGREE PROGRAM – BACHELOR OR MASTERS –
Full Proposal
Cover and Signature Sheet**

Please review and follow the new degree program development process on the CSU Academic Programs website: http://www.calstate.edu/app/program_dev.shtml. This cover sheet should be used for the campus approval process. Please append your full proposal to this cover sheet.

✓YOUR INFORMATION:

School:

Today's Date:

Department:

Contact Person:

Telephone Ext.:

Email:

✓PROPOSED NEW DEGREE PROGRAM

Title:

This program is a BA BS MA MS Other (specify)

Program Funding Source

State-Support

Self-Support

Delivery Type:

Fully face to face fully online hybrid program

Proposal Review Process requested:

Fast Track (bachelor's or master's only; not already on campus academic plan)

Pilot (bachelor's or master's only; not already on campus academic plan)

Pilot Conversion

New Degree Program

Proposal Revision (updating a previously reviewed proposal)

✓INITIAL QUESTIONS

Does the new degree program include GE courses or a GE Area? Yes No
(if yes, see required review and signatures below)

Does the new degree program include Graduate level courses or is a
Graduate program? Yes No
(if yes, see required review and signatures below)

✓IS THIS NEW DEGREE PROGRAM PART OF A RE-ORGANIZATION?

YES NO

(if yes, also complete the EPC form for Academic Reorganization)

✓PROGRAM DETAILS

Attached the full program details as outlined in the CSU New Degree Program
template - http://www.calstate.edu/app/program_dev.shtml.

Use this checklist to confirm the following are included in your proposal-

Board of Trustees Academic Master Plan approval date.

The total number of units required for graduation is specified (not just the total
for the major):

a proposed bachelor's program requires no fewer than 120 semester units.

*any proposed bachelor's degree program with requirements exceeding 120 units must
request an exception to the 120 semester unit limit policy.*

The total number of prerequisite units required for the major is specified.

Note: The prerequisites must be included in the total program unit count.

A list of all courses and unit counts that are prerequisite to the major.

Title 5 minimum requirements for **bachelor's degree** have been met, including:

*minimum number of units in major (BA 24 semester units), (BS 36 semester units)
minimum number of units in upper-division (BA 12 semester units), (BS 18
semester units)*

Title 5 requirements for proposed **master's degree** have been met, including:

*minimum of 30 semester units of approved graduate work are required
no more than 50% of required units are organized primarily for undergraduate
students
maximum of 6 semester units are allowed for thesis or project*

Title 5 requirements for master's degree culminating experience are clearly
explained.

For graduate programs, at least five-full time faculty with terminal degrees in appropriate disciplines are on staff.

For self-support programs:

(in conformance with EO 1099 and EO 1102)

Specification of how all required EO 1099 self-support criteria are met

The proposed program does not replace existing state-support courses or programs

Academic standards associated with all aspects of such offerings are identical to those of comparable state-supported CSU instructional programs

Explanation of why state funds are either inappropriate or unavailable

A cost-recovery program budget is included*

Student per-unit cost is specified

Total cost for students to complete the program is specified

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 need to be added based on program needs

SIGNATURE SHEET FOR NEW DEGREE PROGRAM

Name of New Degree Program :

Academic Year:

✓PRELIMINARY APPROVALS:

Department Chair Approval:

School Curriculum Committee approval:

If new program includes or affects General Education-

General Education Chair signature:

If new program is a new Graduate program or affects a Graduate Program-

Graduate Studies Chair signature:

School Dean Approval:

School Dean remarks:

**✓ACADEMIC PROGRAMS REVIEW FOR COMPLIANCE WITH CSU
GUIDELINES FOR NEW DEGREE PROGRAMS & CAMPUS ACADEMIC
MASTER PLAN**

Yes No date returned: Signature:

Remarks from Academic Programs:

SIGNATURE SHEET FOR NEW DEGREE PROGRAM

Name of New Degree Program:

Academic Year:

✓Final Approvals

EPC Chair

Chair of the Faculty for the Academic Senate

Provost

President

✓Date sent to Chancellor's Office: