

UPS 410.103

CURRICULUM GUIDELINES AND PROCEDURES: NEW PROGRAMS

I. SCOPE AND DEFINITIONS

- A. This document addresses several types of degree programs (including majors, minors, options, concentrations, emphases and Master's degrees) and the approval process for new programs.
- B. "Recommendation" may be approval, disapproval, or referral for further consideration.
- C. Proposed changes in programs must follow the approval process outlined below if the College Dean or Associate Vice President for Academic Programs deems the change to be substantive.
- D. Proposals for certificates and certificate programs are subject to UPS 410.115.

II. TYPES OF PROGRAMS

A. Majors

- 1. A major is a formal set of courses in a designated subject area.
- 2. A major leading to a Bachelor of Arts degree requires a minimum of 24 semester units at least 12 of which must be upper division. A major leading to a Bachelor of Science degree requires a minimum of 36 semester units, at least 18 of which must be upper division. A major leading to the Bachelor of Music or the Bachelor of Fine Arts shall consist of a maximum of 70 semester units with at least one-fourth of these units devoted to theory and content as distinguished from studio, production and performance.

3. The Office of Academic Programs shall establish and maintain a monitoring system to ensure that justification is provided for all program requirements that exceed the baccalaureate unit requirements beyond 120 units.
4. These minimum course requirements must be applied exclusively to the major and may not be used to meet any other program requirements with the exception of General Education requirements for the second major of those students declaring a double major or unless specifically provided by University Policy.

B. Minors

1. A minor is a formal set of courses in a designated subject area distinct from the student's degree major, consisting of 12 or more semester units, of which at least six units must be upper division.
2. At least 12 units in the minor, including six at the upper division level, must be applied exclusively to the minor requirements and may not be used to meet any other program requirements, with the exception of General Education requirements.

C. Options, Concentrations and Emphases

1. Options, concentrations, and emphases are sets of courses within majors; designed to give students specialized knowledge, competencies, or skills.
2. An option or emphasis must include a minimum of 9 units. Detailed requirements are specified by statewide policy and UPS 410.104; consult with Academic Programs concerning details.

D. Master's Degrees

1. The Master's degree requires a minimum of thirty semester units of approved graduate work. Not more than six semester units shall be allowed for a thesis or project.
2. Detailed requirements for the Master's degree are specified in UPS 410.106, Academic Standards for Graduate Degree Students.

III. APPROVAL OF NEW PROGRAMS

A. Origination

1. An individual or group within the academic community may originate a program proposal and submit it for approval.
2. Preliminary consultation with the Office of Academic Programs is encouraged at the early stages of developing any new degree proposal.

3. Those developing a new program proposal are expected to consult with representatives of existing departments or programs that might be affected by the new program. Proposers are expected to show evidence of such consultation. Normally, printouts of e-mail exchanges with department/program chairs/heads and College Deans shall fulfill this expectation.
4. When a new program proposal entails the need for new courses, new course proposal forms shall be included with the new program proposal.

B. Initial Review

1. A proposal for a new program that lies entirely within an existing department shall be reviewed and recommended by the department and then forwarded to the College Curriculum Committee and Dean.
2. A proposal for a new program that has a natural base within an existing college shall be reviewed and recommended by the College Curriculum Committee and Dean and then forwarded to the Associate Vice President for Academic Programs (AVPAP).
3. A proposal for a new program that lacks a natural base within a single college shall be submitted to the AVPAP, where it shall be reviewed for compliance with requirements and then transmitted to the appropriate reviewing committee as described below. Proposers of such programs are encouraged to consult early with the office of Academic Programs, to receive advice as to requirements, necessary forms, and procedures.

C. Campus-level Review

1. The AVPAP shall announce the receipt of a new program proposal to the campus, and shall invite questions, if any, to be forwarded within ten working days, excluding Saturdays and Sundays.
2. If questions arise concerning a College-approved proposal, the AVPAP shall forward the proposal to the University Curriculum Committee or the Graduate Education Committee, as appropriate. Absent such questions, or upon their resolution, the AVPAP shall transmit the proposal to the Planning, Resource and Budget Committee (PRBC).
3. A proposal that lacks a natural base within a single college shall be forwarded with questions, if any, by the AVPAP to the University Curriculum Committee or to the Graduate Education Committee, as appropriate, for curricular review. After the completion of curricular review, the AVPAP shall transmit the proposal to the PRBC.

4. The PRBC shall review all proposals for budgetary, planning, and administrative implications, and shall recommend such proposals to the Academic Senate.
5. Upon the completion of its review, the Academic Senate shall recommend proposals to the President.

D. Approval Process

1. **New degree programs** require full review through approval of Chancellor's Office, California Postsecondary Education Commission (CPEC), and CSU Board of Trustees.
2. **New Minors** require full review through presidential approval and notification of CSU Chancellor's Office.
3. **New options, concentrations, or emphases** within a major require full review through presidential approval and notification of CSU Chancellor's Office.

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