



## University Policy Statement

### UPS 410.103

## CURRICULUM GUIDELINES AND PROCEDURES: ACADEMIC PROGRAMS

### I. SCOPE AND DEFINITIONS

- A. An academic program is a sequence of courses whose successful completion leads to a degree or certificate.
- B. This document addresses several types of undergraduate and graduate degree programs (including majors, minors, undergraduate concentrations, as well as graduate options, concentrations and emphases) and governs the approval process for new programs and program changes.
- C. Proposals for certificates and certificate programs are subject to UPS 410.115.
- D. Proposals for credentialing programs or programs otherwise accredited by outside agencies may additionally be subject to the regulations of the accrediting agencies.

### II. TYPES OF PROGRAMS

#### A. Undergraduate 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 the appropriate Associate Vice President (AVP) shall establish and maintain a monitoring system to ensure that justification is provided for all program requirements that exceed the baccalaureate unit requirement of 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 or unless specifically provided by university policy.

#### B. Undergraduate 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. Undergraduate Concentrations**

1. Concentrations are sets of courses within majors designed to give students specialized knowledge, competencies, or skills, in addition to program's learning outcomes that are achieved in the program core.
2. An undergraduate concentration must include a minimum of 9 units. Detailed requirements are specified by statewide policy and UPS 410.104.

### **D. Master's Degrees**

1. The Master's degree requires a minimum of thirty semester units of approved graduate work. No more than six semester units shall be allowed for a thesis or project.
2. Some Master's degree programs have options, concentrations and emphases that identify sets of courses or experiences designed to give students specialized knowledge, competencies, or skills, in addition to learning outcomes that are achieved in the program's core courses. Master's programs do not have a specified unit minimum for options, concentrations or emphases.
3. Detailed requirements for the Master's degree are specified in UPS 410.106 Academic Standards for Graduate Degree Students.

### **E. Doctoral Degrees**

1. California State University, Fullerton offers two doctoral degrees: the EdD degree, which requires a minimum of 60 approved semester units, and the DNP, which requires a minimum of 36 approved semester units.
2. Detailed requirements for the EdD and DNP degrees are specified in UPS 410.106 Academic Standards for Graduate Degree Students.

## **III. APPROVAL OF NEW PROGRAMS**

### **A. Origination**

1. New program proposals shall be sponsored by academic units, as defined by UPS 100.250, and submitted for approval through the online curriculum system.
2. Preliminary consultation with the appropriate AVP office is encouraged at the early stages of developing any new program proposal.
3. Proposers shall consult with representatives of academic units that might be affected by the new program. Proposers shall show evidence of such consultation.
4. New programs cannot be approved before all associated new course proposals are approved. However, the review of the new programs can commence while the associated new course proposals are under review.

## **B. Initial Review**

1. A proposal for a new program that is recommended by a single academic unit shall be forwarded to the college curriculum committee, which shall review the proposal and forward it, together with a recommendation that may be approval, rejection, or other actions, to the college dean for further review. Upon approval by the college curriculum committee and the college dean, the proposal shall be forwarded to the appropriate AVP office.
2. A proposal for a new program that involves more than one academic unit within the same college shall be reviewed and recommended by the college dean, who shall submit it to the college curriculum committee for further review. Upon approval by the college curriculum committee and the college dean, the proposal shall be forwarded to the appropriate AVP office.
3. A proposal for a new program that lies outside a single college shall be submitted to the appropriate AVP office, which shall review it for compliance with requirements and consult with the appropriate college deans. Proposers of such programs are encouraged to consult early with the appropriate AVP office, to receive advice as to requirements and procedures.

## **C. Campus-level Review**

1. The fall cycle begins on November 1 and the spring cycle begins on April 1 with the campus announcement of the list of proposed programs by the appropriate AVP office. Questions and/or statements of intent to challenge must be submitted to that AVP office by 5 pm on November 15 in the fall and April 15 in the spring. Challenges, if any, must then be submitted in full by 5 pm on November 30 in the fall and April 30 in the spring. Programs that are not questioned or challenged by November 15 (fall) or April 15 (spring) shall be sent by the AVP office to the Planning, Resource, and Budget Committee by 5 pm on November 16 (fall) and April 16 (spring). If any deadline falls on a weekend or holiday, that deadline is 5pm on the next business day.
2. The Planning, Resource, and Budget Committee shall review all new program proposals with regard to their budgetary, planning, and administrative implications, and, upon approval, shall recommend such proposals to the Academic Senate.
3. Upon the completion of its review, the Academic Senate shall recommend new program proposals to the President for final approval.

## **D. Chancellor's Office Review**

1. New academic degree programs require approval by the Chancellor's Office, the California Postsecondary Education Commission, and the CSU Board of Trustees.
2. New minors do not require approval by or notice to the Chancellor's Office, pursuant to Executive Order 1071 Revised.
3. Executive Order 1071 Revised delegates to campus presidents the authority to approve options, concentrations, and emphases within a degree. The Chancellor's Office shall be notified of such new options, concentrations, and emphases.

4. The appropriate AVP office shall be responsible for informing the Chancellor's Office of all new program proposals.

#### **IV. PROGRAM CHANGES**

- A. Academic units, as defined by UPS 100.250, may propose program changes by means of the appropriate program change form in the online curriculum system. Such program change proposals shall be forwarded for review and approval to the college curriculum committee and the college dean, who shall then forward it to the appropriate AVP office, which shall make the final determination of approval or rejection. If the program is not housed in a single college, the program change proposal shall be submitted directly to the appropriate AVP office.
- B. If a program change or a number of program changes is/are deemed by any level of review to substantially alter the character of the program as a whole, then a new program proposal shall be submitted instead. Academic units are encouraged to consult with the college dean prior to submitting a program change proposal.

Source: University Curriculum Committee

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