

California State University, Stanislaus
Office of Academic Programs

**Proposal Preparation for Requesting Campus and Chancellor Office Approval to
Place a New Degree on the CSU Academic Master Plan**

◀Traditional Track▶

The traditional track involves a two-part program planning and implementation process.

First, an updated academic plan is submitted from the campus to the Chancellor's Office. This academic plan contains projections of new degree programs to be established in the next five to ten years. New projections are reviewed by Chancellor's Office staff and, when campus and Chancellor's Office staff agree, the updated plan is submitted to the Board of Trustees for its approval in March of each year. Trustee approval allows the campus to incorporate projected programs in their capital outlay planning.

Second, following Trustee approval of the plan, detailed proposals for implementation of projected programs are then submitted to the Chancellor for approval. Programs that involve degrees in areas new to the CSU as well as most programs that would involve separate specialized accreditation benefit from this two-step traditional review process.

◀Traditional Track – Part One▶

When placing a new traditional track degree on the Academic Master Plan, the draft plan must be submitted to the Chancellor's Office (via the Vice Provost) in early January.

Please prepare a *brief* narrative response (one to two pages) to the following items:

1. Name of department requesting degree, title of new degree, and requested date of program offering
2. A brief summary of the purpose and characteristics of the proposed degree program
3. How the program fits into the campus mission and strategic plan
4. Whether the program is offered through state support or special session
5. Anticipated student demand
6. Workforce demands and employment opportunities for graduates
7. Other relevant societal needs
8. And, as applicable:
 - If the projection is a pilot program, also list the academic years during which the program will operate in pilot status.
 - If the projected program is now offered as an option, concentration, or emphasis, provide a brief rationale for elevation to a full degree program.
 - For new degree programs that are not commonly offered as a bachelor's or master's degree, please provide a compelling rationale explaining how the proposed subject area constitutes a coherent, integrated degree program that has potential value to students and meets CSU requirements for an academic program at the undergraduate or graduate level. New bachelor's degrees should be as enduring as possible in content and title.

Approval Procedures

The brief narrative must have the signature approval of the Department Chair, the Department Curriculum Committee, the College Curriculum Committee, and the College Dean prior to submitting it to the Vice Provost. If there is a possibility of the proposed program impinging upon, overlapping with, or being of significant interest to another discipline, consultation between the disciplines must occur prior to submitting the narrative. The consultation results may be attached to the narrative.

◀Traditional Track – Part Two▶

1. Following Trustee approval of the proposed new degree major program, a detailed, campus approved program proposal must be submitted to the Chancellor's Office for approval. Programs on the CSU Academic Master Plan will be removed if a program proposal has not been received within 5 years after its placement. Please follow the *Template for Submitting Proposals for New Degree Major Programs* (**E**) and the *Approval Timeline for New Degree Programs – for January or June Transmittal* (**M**).
2. Requesting placement of a new degree/program on the CSU Academic Master Plan is considered to be a firm commitment to seek approval to offer the degree/program (as contrasted to simply indicating a possible interest). Likewise, inclusion of a requested new degree/program on the Academic Master Plan by the Chancellor's Office is an indication that an adequately prepared request for new degree/program will be approved.