

**Procedure for Submitting Proposals for New Options,
Concentrations, Special Emphases, and Minors**
California State University, Stanislaus

Title of new option, concentration, special emphasis, or minor

Each new option, concentration, special emphasis, and minor is subject to review and approval by the Office of the Chancellor unless it is exempted under the provisions of Executive Order No. 283, which delegates approval authority to the Presidents. While campuses may have unique definitions, an option, a concentration, and a special emphasis are all defined for purposes of system review as an aggregate of courses within a degree major designed to give a student specialized knowledge, competence, or skill. A minor is a formal aggregate of courses in a designated subject area distinct from and outside the student's degree major, consisting of 12 or more semester units, of which at least six must be upper division (Section 40500© of Title 5).

The information required for review and approval of a proposed option, concentration, special emphasis, or minor is less detailed than for a full degree major program. Requests for approval of an option, concentration, special emphasis, or minor should follow the format on page 2.

Approvals:	
Department Curriculum Committee	Date
Program Coordinator (when applicable)	Date
Department Chair	Date
College Curriculum Committee	Date
College Dean	Date
Graduate Council	Date
University Educational Policies Committee	Date
Associate Vice President for Academic Affairs	Date

1. Name of the campus submitting the request, the full and exact title of the proposed aggregate of courses, and whether it is an option, concentration, special emphasis, or minor.
2. Full and exact title of the degree major program under which the aggregate of courses will be offered, where applicable.
3. Options, concentrations, or special emphases already existing under the degree major program for which the new aggregate of courses is proposed.
4. Department(s) to offer the aggregate of courses.
5. Purpose of the proposed aggregate of courses.
6. Need for the proposed aggregate of courses.
7. List of the courses, by catalog number, title, and units of credit, as well as total units to be required under the proposed aggregate of courses.
8. List of courses, by catalog number, title, and units of credit as well as total units to be required for the major in which the proposed aggregate of courses is to be included.
9. New courses to be developed. Include proposed catalog descriptions.
10. Type the catalog copy **exactly** as it is to appear in the University catalog.
11. Specify departments and/or individuals consulted, and the result of the consultation.
12. List of all present faculty members, with rank, appointment status, highest degree earned, date and field of highest degree, and professional experience, who would teach in the proposed aggregate of courses.
13. Additional instructional resources (faculty, space, equipment, library volumes, etc.) needed to implement and sustain the proposed aggregate of courses. List all resources needed for the first five years beyond those currently projected, including specific resource, cost, and source of funding.