California State University, Stanislaus
New Baccalaureate Degree Programs

The purpose of this document is to provide a source of information for faculty proposing and approving new baccalaureate programs (majors). Please follow the template required by the CSU system, Proposing New CSU Degree Programs, AA-2007-2, and, if applicable, the WASC template for Substantive Change Proposals, 2007.

Rationale for Baccalaureate Program
1. Fit with institutional mission.
2. Curricula to reflect needs of students and of the state or societal need for advancement of knowledge.
3. For applied programs and professions, demonstration of needs of region and/or state and employment opportunities.
4. Foundation program for all CSU campuses in the system consists of the liberal arts and sciences, business administration, and teaching. Societal need and student demand are not preeminent criteria for offering baccalaureate programs in these disciplines: anthropology, art, biology, chemistry, economics, English, foreign languages, geography, geology, history, mathematics, music, philosophy, physics, political science, psychology, sociology, speech/communication, and theatre arts/drama.

Assessment
5. New programs are subject to the university’s academic program review five years after program implementation and every seven years.
6. Faculty identify program goals and student learning outcomes and map outcomes to specific courses indicating where content is introduced, reinforced, and practiced at an advanced level.
7. Faculty exercise collective responsibility for establishing, reviewing, fostering, and demonstrating students’ attainment of student learning goals.
8. Faculty clearly define and state levels of student achievement necessary for graduation (more than simply an accumulation of courses or credits).
9. Expectation for student learning is embedded in the standards faculty use to evaluate student work.
10. Assessment of student learning outcomes includes direct methods of student work, with evidence from external constituencies such as employers and professional societies included in such reviews.
11. Assessment plans to include goals/objectives that are measurable, manageable, and meaningful.

Degree Requirements
12. The degree program is broadly based and of high academic quality.
13. Degree Designations: The CSU Board of Trustees has approved the following degree nomenclature: Bachelor of Arts, Bachelor of Sciences, Bachelor of Fine Arts, and Bachelor of Music.
14. Bachelor of Arts
   a. Total Degree -- 120 units (justification if exceed 120 units required)
   b. Major – minimum of 24 semester units, at least 12 upper division
c. General Education – 51 units, at least 9 upper division, and at least 9 in residence

d. Writing Proficiency Course – not applicable to 51 units of general education

e. Upper Division -- At least 40 upper division semester units

f. Residence -- 30 units of the program must be earned in residence at CSU Stanislaus, with 24 of these in upper division and 12 in the major

g. Minor -- 12 or more semester units, of which six must be in upper division credit, may be required for a baccalaureate program; units must be outside of those required for the degree.

h. Concentration/Emphasis/Options -- a series of courses within the same discipline of the degree program. Not required to share a common core requirement but students must complete a degree program that meets common academic expectations.

15. Bachelor of Science

a. Total Degree -- 120 units (justification if exceed 120 units required)

b. Major – minimum of 36 semester units, 18 upper division

c. General Education -- 51 units, at least 9 upper division, and at least 9 in residence

d. Writing Proficiency Course – not applicable to 51 units of general education

e. Upper Division -- At least 40 upper division semester units

f. Residence-- 30 units of the program must be earned in residence at CSU Stanislaus, with 24 of these in upper division and 12 in the major

g. Minor -- 12 or more semester units, of which six must be in upper division credit, may be required for a baccalaureate program; units must be outside of those required for the degree.

h. Concentration/Emphasis/Options -- a series of courses within the same discipline of the degree program. Not required to share a common core requirement but students must complete a degree program that meets common academic expectations.

16. Bachelor of Fine Arts and Bachelor of Music

a. Total Degree -- 120 units (justification if exceed 120 units required)

b. Major – minimum of 70 units, with at least 25% (18 units) devoted to theory and content, as distinguished from studio, production, and performance

c. General Education -- 51 units, at least 9 upper division, and at least 9 in residence

d. Writing Proficiency Course – not applicable to 51 units of general education

e. Upper Division -- At least 40 upper division semester units

f. Residence-- 30 units of the program must be earned in residence at CSU Stanislaus, with 24 of these in upper division and 12 in the major

g. Minor -- 12 or more semester units, of which six must be in upper division credit, may be required for a baccalaureate program; units must be outside of those required for the degree.

h. Concentration/Emphasis/Options -- a series of courses within the same discipline of the degree program. Not required to share a common core requirement but students must complete a degree program that meets common academic expectations.

Courses

Please submit new course proposals simultaneously with the proposal for a new degree program.

17. **Academic Rigor.** Require disciplinary content and intellectual rigor appropriate to baccalaureate education.

18. **Prerequisites.** Require academic prerequisites that provide foundational knowledge and prepare the student for advanced study throughout the curriculum.
19. **Course classification:** Follow system and campus definitions for normal course classifications and corresponding normal class sizes course classification (C/S/K designations)

20. **Review Process.** Process established for review/approval of course syllabi, including student learning outcomes linked to program goals, currency, academic rigor, required texts, course assignments, evaluation methods, grading standards, and pedagogy appropriate for course modality.

21. **Cross Listed Course.** Course offered by two disciplines or courses offered both lower and upper division course numbers.

22. **Dual-Listed or Dual-Enrolled Course.** Course offered under both undergraduate and graduate course numbers and ones that enroll both undergraduate and graduate students should be offered only under limited, justifiable circumstances. Graduate students enrolled in undergraduate courses (4000) are expected to complete one or more additional assignments that reflect rigorous graduate work. Differential grading standards for graduate students. Quality of written and oral performance of graduate students expected to be at least one grade point higher than that of undergraduate students.

23. **Internship Course.** Applies also to clinical practice, cooperative education, fieldwork, and practicum courses. Requires students to engage in supervised academic study through participation in an applied setting. 40 clock hours per unit for undergraduate courses; 60 hours per unit for graduate courses.

24. **Special Topics Course.** May be offered as an elective but not as a required core course in the major. A special topic course may be offered only twice with the same title and course content.

25. **Individual Study.** May not be part of a proposed degree program. Available only to students with demonstrated capacity for independent study and may not supplant regularly offered course. Maximum of 9 units applicable toward degree program.

26. **Student Course Fees.** Must be approved as per campus and system policy.

**Course Grading Options**

27. Specify use of plus/minus designations in combination with letter grades on course syllabus.

28. **Grading Options**

   - Grading Option 1: Courses graded exclusively Credit/No Credit (Credit for grades A, B, and C; No Credit for grades D and F)
   - Grading Option 2: Courses graded A, B, C, D, F and student option for Credit/No Credit (No Credit for grades D and F)
   - Grading Option 3: A, B, C, D, F
   - Grading Option 4: A, B, C, and N/C (remedial courses only)

**Faculty**

29. Sufficient number of faculty to deliver the program so that students may complete the degree program in four years.

30. Balance of full-time and part-time faculty.

31. Orientation of off-campus or part-time faculty to program needs and institutional ethos.

32. Faculty with educational attainment (doctorate or other appropriate terminal degree) and relevant professional experience and expertise in curricular areas of program.
33. Quality and extensiveness of faculty’s ongoing research, scholarship, and creative activity.
34. Preparedness of faculty to support modality of instruction.

Instructional/Technological Support
35. Laboratory, equipment, and instructional technology resources at level adequate for baccalaureate study in the discipline (Consult with Office of Information Technology).

Library Support
36. Adequacy of current library holdings and identification of additional library resources in support of the new baccalaureate program (Consult with the Dean of Library Services).

Program Approval
37. Degree programs must meet all academic standards and receive presidential approval, whether offered through state or self-support (special session).
38. State Support. Programs offered through state-support generate FTES. Students earn academic credit.
39. Special Session. Programs offered through special session are self-support and do not generate FTES. Students earn academic credit. Shall not supplant state-supported programs; other criteria apply.
40. A maximum of 24 semester units taken through special session/open university in non-matriculated status may be applied toward the baccalaureate degree.

Document Sources

The sources of information include various accreditation, CSU system and CSU Stanislaus documents, including the following:

EP&R 76-36 .................. Faculty Workload Policy (1976)
AAR 92-07 .................. Amendment to Coded Memorandum EP&R 76-36, Faculty Workload Policy (1992)
WASC ....................... Western Association of Schools and Colleges Standards (2001)
AA-2007-2 ................... Proposing New CSU Degree Programs, Bachelor’s and Master’s Levels, Offered through Self-Support and State-Support Modes