

# Procedures for Implementing New Graduate Programs<sup>1</sup>

## MASTER'S DEGREE PROGRAMS<sup>2</sup>

### Introduction

There are three possible ways to propose new master's degree programs: the standard process (involves two steps), the fast track, and the pilot program. Fast track and pilot programs do not have to be placed on the Academic Master Plan as the first step toward authorization. This shortens the process by about one year. However, they are required to be carefully planned and are subject to the campus review and approval process (see attached flow charts). In addition, there are specific eligibility criteria that have to be met for both fast track and pilot programs, and each campus is limited in the number of programs it may propose as pilot programs. If the pilot program is the process by which you are planning to propose a new degree, please check with the Graduate Dean to see if this campus is within its annual limit and if the program is still available.

### Part I. Standard Process

#### A. Step 1. Inclusion on Approved Master Plan

- Departments (or schools) that desire to institute a new graduate degree program must first include the program on the Academic Master Plan for the university. To accomplish this, the instructional unit should engage in informal discussions with the Dean, Division of Graduate Studies, and with the Provost and Vice President for Academic Affairs.
- A formal request with justifications to have the new program placed on the Master Plan is then prepared by the instructional unit. This request is a brief (2 - 3 page) overall description of the degree to be proposed with a justification for the degree to be offered by this institution at this time. The request is then filed with the Division of Graduate Studies for submission to the University Graduate Committee, the President, and the Chancellor's Office for approval by the CSU Board of Trustees. In general, there is one call for the submission of such requests that is made with a deadline for receipt in October (see chart in Part II). Review by the Board of Trustees may occur in January-February, with notice for formal approval of the campus Master Plan being received shortly thereafter. This approval does not

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<sup>1</sup> This document is compiled from the *Academic Policy Manual, California State University, Fresno* information received from the Office of the Chancellor, Division of Academic Planning and the Committee on Educational Policy.

<sup>2</sup> Procedures for implementing New Options in a Master' Degree, Certificates of Advanced Study, and Joint Doctorates are also available from the Division of Graduate Studies.

authorize the new program, but provides the authority to pursue the development of a formal proposal.

- After the inclusion of the new program on the Master Plan, the instructional unit then prepares the formal proposal according to the Chancellor's Office requirements. See *Guidelines for Proposals for New Degree Programs* in Part III.

## B. Step 2. Program Approval and Authorization

1. The on-campus approval of the proposed new graduate program first requires review and approval by department and school committees, the College/School Dean, and the Graduate Dean prior to consideration by the University Graduate Committee. Twelve copies of the first draft of the program proposal are submitted to the Division of Graduate Studies with a copy to the Provost and Vice President for Academic Affairs, two weeks prior to the University Graduate Committee meeting scheduled for first reading consideration. The approval process at this level consists of two readings scheduled fifteen working days apart.
2. After the first reading approval, the proposal is revised to incorporate any recommendations made by the University Graduate Committee in its first reading.
3. Copies of the revised draft of the proposal are then distributed to members of the University Graduate Committee, University Budget Committee, College and school Deans, and to the Provost and Vice President for Academic Affairs at least ten instructional days before the second reading by the University Graduate Committee. Copies of the abstract of the proposal and proposed catalog description as required by the Chancellor's Office are distributed to all department chairs, with the notation that the detailed program is available in the College/School Dean's office. Comments on the program are to be directed to the Dean, Division of Graduate Studies, who will send copies to the appropriate committee chair or administrator.
4. At its second reading, the University Graduate Committee will consider the proposal, along with all relevant comments that have been received by the Committee and the Dean, Division of Graduate Studies. If approved, the proposal is forwarded to the Executive Committee for review by the Academic Senate.
5. Recommendations of the Academic Senate are forwarded to the University President. Following final consideration and approval by the President, the proposal is forwarded to the Chancellor's Office by the Provost and Vice President for Academic Affairs.

6. Final authorization for the campus to offer the new degree program is granted by the Chancellor following staff review and review by the California Postsecondary Education Commission. The Division of Graduate Studies is responsible for monitoring progress of the proposal through the review process.

## **Part II. Fast-Track and Pilot Programs**

### A. Fast Track Process

1. A program could be placed on the fast track only if eligible as follows:
  - it can be offered at a high level of quality by the campus within the campus's existing resource base, or there is a demonstrated capacity to fund the program on a self-support basis;
  - it is not subject to specialized accreditation by an agency that is a member of the Association of Specialized and Professional Accreditors, or it is currently offered as an option or concentration that is already recognized and accredited by an appropriate specialized accrediting agency;
  - it can be adequately housed without major capital outlay;
  - it is consistent with all existing state and federal law and trustee policy;
  - it is a bachelor's or master's degree program;
  - **the program has been subject to a thorough campus review and approval process (proposals should follow the guidelines found in Part III).**
2. Requirement for inclusion in the master plan is waived.
3. Two approval cycles per year are available. Proposals are due to the Chancellor's Office by the end of December or early June.

A program is automatically approved if no questions are raised by a specific date.

4. The program is removed from the Academic Plan if not implemented within five years (or date originally projected for implementation).

### B. Pilot Program

1. A pilot program can be implemented without its having been projected on the campus Academic Plan. This requires the acknowledgment, but not the prior approval of, the Chancellor's Office and CPEC, and it is identified as a pilot program in the next annual update of the campus Academic Plan.

2. A pilot program is proposed using guidelines outlined in Part III.
3. A limited number of degree programs may be established as pilot programs under the following conditions:
  - a. A program can be established as a pilot program only if it meets the criteria for fast-track programs as stated above (see Part II, B.1).
  - b. A pilot program is authorized to operate only for five years. If no further action is taken by the end of the five years, no new students can be admitted to the program.
  - c. A pilot program can be converted to regular-program status and approved to continue to operate indefinitely if the following conditions are met:
    - the campus has committed the resources necessary to maintain the program beyond five years;
    - a thorough program evaluation has shown the program to be of high quality, to be attractive to students, and to produce graduates attractive to prospective employers and/or graduate programs, as appropriate;
    - the required approval by the board and the chancellor has been obtained after review and comment by the Chancellor's Office and CPEC.
  - d. The campus is obliged to notify the Chancellor's Office of the establishment of the program and its curricular requirements prior to program implementation.

**Approximate Timelines for New Graduate Proposals:  
Submission, Review, Approval**

<b>Submission Method</b>	<b>Campus Review (Grad. Comm., Senate, Provost, Pres.)</b>	<b>Chancellor's Office</b>	<b>Board of Trustees (BOT)</b>	<b>CPEC</b>
<b>Standard</b>				
1. Masterplan Request	October	January 2	March agenda	N.A.
2. Final Proposal	No deadline	No deadline	N.A.	Six or more months
<b>Fast Track</b> (Two ...)	September 1 &	January 1 &	March agenda &	June* &

opportunities yearly).	February 1	June 1	Sept. agenda	January*
<b>Pilot Program</b>	No Deadline	No Deadline	After Program Review**	After Program Review**

\* Approval automatic if no questions.

\*\* Program continuation after 5 years requires BOT/CPEC approval after Program Review.

### **PART III. Guidelines for Proposals for New Degree Major Programs**

A campus, in accordance with its approved academic master plan, submits detailed proposals for new degree major programs to the Division of Educational Programs and Resources for review and approval in the academic year preceding projected implementation. Approval of any degree major program is subject to campus assurances that financial support, qualified faculty, physical facilities and library holdings sufficient to establish and maintain the program will be available within current budgetary support levels. (See attached flow charts.) The proposal must follow the format below:

#### **A. Definition of the Proposed Degree Major Program**

1. Name of the campus submitting the request, the full and exact designation (degree terminology) for the proposed degree major program, and academic year of intended implementation.
2. Name of the department, departments, division or other unit of the campus, which would offer the proposed degree, major program. Identify the unit which will have primary responsibility.
3. Name, title, and rank of the individual(s) primarily responsible for drafting the proposed degree major program.
4. The mission, goals, and objectives of the proposed major degree program. A complete five-year assessment plan should be submitted no later than one year from the date the program is approved by the Chancellor's Office (see *Guide to Outcome Assessment of Student Learning* in Appendix A).
5. Total number of units required for the major. List of all courses, by catalog number, title, and units of credit, to be specifically required for a major under the degree program. Identify those new courses which are 1) needed to initiate the program and 2) needed during the first two years

after implementation. Include proposed catalog description of all new courses.

6. List of elective courses, by catalog number, title, and units of credit, which can be used to satisfy requirements for the major. Identify those new courses which are 1) needed to initiate the program and 2) needed during the first two years after implementation. Include proposed catalog description of all new courses.

(Note: With regard to 5 and 6, a proposed program should take advantage of courses already offered in other departments when subject matter would otherwise overlap or duplicate existing course content.)

7. If any formal options, concentration, or special emphases are planned under the proposed major, explain fully.
8. Course prerequisites and other criteria for admission of students to the proposed program.

9. Explanation of special characteristics of the proposed degree major program, e.g.,  
in terminology, units of credit required, types of course work, foreign language qualifying exams, culminating experience, etc.

10. Provision for meeting accreditation requirements, where applicable, and anticipated date of accreditation request.

(Note: Where applicable, establishment of a master's degree program should be preceded by national professional accreditation of the corresponding bachelor's degree major program.)

#### B. Need for the Proposed Degree Major Program (for sources of data, see Appendix B)

1. List of other California State University campuses currently offering or projecting the proposed degree major program; list of neighboring institutions, public and private, currently offering the proposed degree major program.

2. Differences between the proposed program and programs listed in B.1 above.

3. List of other curricula currently offered by the campus that are closely related to the proposed program. Enrollment figures during the past three years in specified courses or programs closely related to the proposed degree major program. If a formal minor, option, or concentration is offered in the proposed subject area, indicate the number of students enrolled.
4. Results of a formal survey in the geographical areas to be served, indicating demand for individuals who have earned the proposed degree and evidence of serious student interest in majoring in the proposed program. Justify any discrepancies between national/statewide/professional manpower surveys and local findings. Sample surveys are provided in Appendix C. Feel free to adapt them to suit your program.
5. For graduate program, the number of declared undergraduate majors and the degree production over the preceding three years for the corresponding baccalaureate program.
6. Professional uses of the proposed degree major program.
7. The expected number of majors in the year of initiation and three years and five years thereafter. The expected number of graduates in the year of initiation and three years and five years thereafter.  
(Note: This degree major program will be subject to program review evaluation within five years after implementation.)

C. Existing Support Resources for the Proposed Degree Major Program (see Appendix D)

Note: Sections C and D and Table I should be prepared in consultation with the campus administrators responsible for faculty staffing and instructional facilities allocation and planning.

1. Faculty members, with rank, appointment status, highest degree earned, date and field of highest degree, and professional experience (including publications), who would form the graduate consultative body for the proposed program (see Appendix E ).

Note: For proposed graduate degree programs, a minimum of five full-time tenured/tenure track faculty members with the terminal professional degree should be on the program staff. Include present and immediately

- pending appointments who meet university requirements to teach in a graduate program.
2. Space and facilities that would be used in support of the proposed program. Show how this space is currently used and what alternate arrangements, if any, will be made for the current occupant.
  3. Library resources to support the program, specified by subject areas, volume count, periodical holdings, etc.
  4. Equipment and other specialized materials currently available.

#### D. Additional Support Resources Required

- Note: If additional support resources will be needed to implement and maintain the program, a statement by the responsible administrator(s) should be attached to the proposal assuring that such resources will be provided.
1. Complete Table I: Enrollment and faculty positions should be shown for all discipline categories that will increase because of the new program. If faculty positions are to be transferred into the new program from other areas, the appropriate discipline category should show the reductions in faculty positions.
  2. Indicate any special characteristics of the additional faculty or staff support positions needed to implement the proposed program.
  3. Show the amount of additional lecture and/or laboratory space required to initiate and sustain the program over the next five years. Indicate any additional special facilities that will be required. If the space is planned, indicate campus wide priority of the facility, capital outlay program priority, and projected date of occupancy.
  4. List additional library resources needed. Indicate the commitment of the campus to purchase or borrow through inter-library loan these additional resources.

5. Note additional equipment or specialized materials that will be 1) needed to implement the program and 2) needed during the first two years after initiation. Indicate source of funds and priority to secure these resource needs.
6. Note student sources of support that will be available such as scholarships, teaching associates, graduate assistantships and/or fellowships.
7. Complete the new program budget analysis form (Appendix F). Indicate the method of funding (e.g. existing, new, development, special allocation, etc.) If appropriate, state that no new resources are required and indicate how this will work. Internal reallocations must be explained.

E. Abstract of the Proposal and Proposed Catalog Description

Attach an abstract of the foregoing proposal, not to exceed two pages, and a complete proposed catalog description, including admission and degree requirements.